

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 103 (Preliminary) S. Department of Agriculture

INSTRUCTIONS REGARDING THE DETERMINATION OF AND THE REPORTING
OF PERFORMANCE UNDER THE 1937 AGRICULTURAL CONSERVATION PROGRAM.

PART I. GENERAL INSTRUCTIONS

Section 1. Organization.

(a) State.- Each State will employ a State Performance Supervisor, who, under the direction of the State Administrative Officer in Charge, will be directly responsible for checking performance. Where necessary, the State Performance Supervisor will be assisted by one or more District Supervisors, who, preferably, have training and experience in engineering.

Schools of instruction should be held in each State for the purpose of training Supervisors regarding the land and crop classifications, methods to be used in measuring land, the procedure to be followed in the determination of performance in 1937, care of materials to be used, and filling out the necessary forms.

State Offices shall spot check a minimum of 2 percent of the farms in each County, including at least one farm inspected by each Supervisor for the purpose of determining the accuracy of the work of the Supervisors in measuring fields and reporting land use, particularly as to practices where the land classification is a matter of judgment. Insofar as possible, the State Office will do a portion of the spot checking early in the inspection period and the remainder when the supervisors have practically completed their work in the county. Each Supervisor will be paid only for the work satisfactorily performed.

(b) County.- The County Agent will be in general charge of the work in connection with the determination of performance within the county.

The Assistant in Agricultural Conservation, where employed, will have immediate supervision of the performance work in the county, and will make frequent checks of the work of each employee. If no Assistant in Agricultural Conservation is employed, a County Supervisor may be employed to supervise performance work.

Supervisors will be employed for the purpose of making a determination of performance and a report as to performance on farms owned or operated by cooperating producers. Wherever possible, persons who have done satisfactory work in land measurement under the Agricultural Adjustment Programs should be employed. Community Committeemen may be selected as Supervisors if they have the necessary qualifications, but members of the County Committee should not be selected except upon approval of the Director of the Southern Division. A Supervisor should not check any farm in which he has

a financial interest or any farm owned or operated by a near relative. One chairman should be provided for each Supervisor.

Where it is advisable that an engineering check on terracing be made to determine whether the terraces meet specifications recommended by the State Committee, it is suggested that one capable man be employed for each county to handle this job. If such checking is postponed until near the end of the year, it can be accomplished more quickly and with less expense.

Section 2. Acres to be Measured and Acres Which may be Estimated.— Measure (unless accurate measurements are available) the total cropland and all acreages in the farm upon which a payment (or a deduction) will be based. Record separately the data for cotton, each kind of tobacco, peanuts, rice, sugarcane for sugar, the total acreage of general soil-depleting crops, and each soil-building practice, respectively.

If accurate maps or aerial photographs are not available,

(1) the total acreage of each of the crops, cotton, each kind of tobacco, or peanuts, respectively, may be estimated if after careful inspection it is evident that the total acreage of such crop on the farm in 1937 is at least 20 percent below the maximum acreage which could be grown with full diversion payment;

(2) the total acreage of general soil-depleting crops on the farm in 1937 may be estimated if after careful inspection it is evident that such acreage is at least 20 percent below the maximum acreage which could be grown with full diversion payment, or if the acreage required for home needs is in excess of the general soil-depleting base and it is evident that the acreage of general soil-depleting crops on the farm in 1937 is not in excess of that required for home needs;

(3) estimate the acreage of fenced non-crop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each five acres.

Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Section 3. Methods and Materials to be Used in Checking Performance.— Each Performance Supervisor should be familiar with Southern Region Bulletin 101, and with each amendment that is applicable to the area which he will check; Southern Region Bulletin 102, and Form SR-101. He should thoroughly familiarize himself with the provisions of Southern Region Bulletin 103 and and with each of the following forms: Forms SR-108, SR-111, SR-111a, and SR-112. Instructions regarding the execution of Form SR-111a are contained in part II hereof, and those relative to Form SR-108 are contained in part III hereof. Form SR-111 will be used only in those cases where farms are checked by chain or some method other than with aerial photographs or accurate maps. Instructions regarding the use of Form SR-112 will be issued by the State Office.

(a) Aerial Photographs.— In territories where performance is to be determined by the use of aerial photographs or accurate maps, only such data as farm boundaries, field outlines, and field numbers, are to be recorded directly on the enlargements. In doing this the use of legends is desired. The additional data with respect to each farm are to be listed on Form SR-111a.

(1) Receiving, Inspecting, and Using Aerial Photographic Materials.— It will be the responsibility of the State Office to receive aerial photographic material and to inspect the material to determine that it complies with all the specifications governing the contract or purchase of such materials, particularly with reference to flight lines, overlap, sidelap, crabbing, coverage, quality of photographs and index maps. The results of this inspection should be recorded on Form SRM-103 and the record of the scale check should be made on Form SRM-104. Following approval of each county project, these forms will be prepared in duplicate and the originals forwarded to the Southern Division, Agricultural Adjustment Administration, Washington, D. C. With the exception of checking for proper scale, all inspecting and checking of materials will be done in the State Office. The corrections of scale will be determined in the field under the supervision of the State Performance Supervisor or his representative. The individual charged with this responsibility should, insofar as possible, at the same time acquaint those in the County Office in charge of the program with the proper use of the materials.

For areas covered by aerial photographs resulting from commercial surveys and purchased from commercial concerns, the check will include only the matters of coverage, quality, and scale.

Ground measurements in those territories covered by items 1, 2, and 3 of USDA 10136 will not be made following delivery of the enlargements, as the enlargements are based upon the ratio factors furnished by the Agricultural Adjustment Administration. Special instructions are being given in these cases.

Upon delivery of aerial photographic materials to the County Office, a receipt showing a list of the materials should be obtained. This list will be prepared in triplicate on Form SRM-105 at the time of the inspection of the materials and the third copy sent to the Southern Division, Agricultural Adjustment Administration, Washington, D. C.

The photographic material is of great value and must be given the proper care as it is expected that with proper care it will be usable for a period of three to five years. This material has been acquired by the Agricultural Adjustment Administration solely for use in connection with the Agricultural Conservation Program and

it is not to be loaned to or used for any other purpose by individuals or any other governmental agency whether Federal, State, or local, without proper authority.

One person in each county should be assigned to check out the enlargements and to watch for shortage and misuse of the same. Safeguards should be provided in filing and care of aerial photographic material, tracings, blue prints and other materials or equipment used in the permanent mapping program.

Definite areas for checking should be assigned each Supervisor, and the corresponding enlargements covering these areas should be turned over to him, together with Forms SR-111a showing the names of the operators of the farms to be checked. Only a sufficient number of enlargements to provide two to six days' work should be given the Supervisor at one time. A receipt showing aerial numbers of enlargements should be obtained from the Supervisor. The Supervisor should be required to return to the office at least once a week all enlargements on which field checks have been made, together with Form SR-111a for each farm checked. At the beginning of the work each Supervisor should be required to report to the County Office daily until the person in charge is satisfied that the Supervisor fully understands the use of aerial photographs in determining performance.

Field and plot areas will be measured in the office by the use of planimeters or rotometers. Those selected for this work should be industrious, careful, patient, and should have good eyesight. The instructions for the care and use of planimeters and rotometers furnished by the manufacturer with each instrument should be carefully followed.

Supervisors who are to use the aerial photographs in the field should be provided with a piece of masonite or panel board, 21 inches by 25 inches, on which to clip the enlargements while using them. The enlargements should be fastened to the board by the use of binder clips. Never use thumb tacks. Enlargements should never be rolled or folded and should always be used on a firm flat surface. An oil-cloth cover slightly larger than the board should be carried in the field to protect the enlargements in case of rain.

It is necessary in all cases that the producer or his representative accompany the Supervisor in making the field check of performances. The Supervisor and the producer should examine the enlargement and identify the farm boundaries. Farm boundaries will be identified by making at each corner, or change of direction, of the boundary, a mark not exceeding one-half inch long along the boundary in both directions. A red wax pencil should be used for this purpose. Every effort should be made to hold to a minimum the records, marks, and notations made on the enlargements. The Supervisor and producer

should then inspect each field including the fenced non-crop open pasture land on the farm and the Supervisor should number on the enlargement with a red pencil consecutively each field and plot including the fenced non-crop open pasture land which is bounded by permanent or semi-permanent features. Subdivision of these fields into plots in order to properly identify crops or practices should be shown on the enlargements as Field No. 1a, 1b, 1c, 4a, 4b, etc. Each field number and the 1937 use of the field or plot should be entered.

Where the dividing line between crops or practices does not show plainly on the enlargement, sufficient measurements from features which can be identified on the photograph should be made with a chain so as to locate such line. The Supervisor should keep in mind that the areas of the individual field or subdivisions thereof will be determined in the County Office. For this reason in cases where the boundaries are not clear and definite it is necessary that they be traced on the enlargement with a sharp pointed, soft, black, wax pencil.

After checking all the fields on the farm and identifying all crops and practices and entering the proper identifications on the enlargement and Form SR-111a, the Supervisor should carefully examine both the enlargement and Form SR-111a before leaving the farm, to see that all essential information has been entered thereon. This procedure will tend to prevent the necessity of a return visit to the farm to check some minor detail.

(2) Additional Equipment Needed in Counties Using Aerial Photographic Materials.— County Offices should be equipped with the following:

- i. One or more planimeters.
- ii. One or more 17-inch rotometers.
- iii. One enlargement and photo-index map filing case.
- iv. A supply of smooth writing or wax pencils of various colors and art gum erasers.
- v. One or more large tables.

Supervisors going to the field should be equipped with the following:

- i. One chain, 66 feet long divided into tenths.
- ii. One 21-inch by 25-inch masonite or panel board, for use in working with the enlargement in the field.
- iii. Oilcloth cover for the board.
- iv. One water proof enlargement holder so made as to prevent soiling and otherwise damaging the enlargements while in field use.
- v. Smooth writing black and red wax pencils.
- vi. One art gum eraser.
- vii. One 6-inch ivory covered scale graduated to fiftieths or hundredths of an inch.

(b) Plane Table Maps. - The method of checking performance on farms covered by plane table maps will be similar to the method employed in the use of aerial photographs. The plane table maps have been prepared by the Agricultural Adjustment Administration solely for use in connection with the Agricultural Conservation Program and are not to be loaned to or used for any other purpose by individuals, or any other governmental agency whether Federal, State, or local, without proper authority.

The following additional equipment will be needed in counties using plane table maps:

- (1) One or more planimeters.
- (2) One or more 17-inch rotometers.
- (3) One or more large tables.

Supervisors going to the field should be equipped with the following:

- (1) The map, or blue print if there is no map.
- (2) One board for use in working with the map or blue print in the field.
- (3) One chain, 66 feet long divided into tenths.
- (4) Pencils and other miscellaneous items.

(c) Other Methods. - Where aerial photographs, plane table maps, or other accurate measurements are not available for checking performance in 1937, checking will be done by chaining or some other equivalent method and a map of the farm shall be prepared by means of the farm sketch method similar to that used in 1936. A definite proportionate sketch (not necessarily to exact scale) should be drawn on Form SR-111 by the Supervisor, showing the relative position of all fields and physical features.

The areas of fields will be calculated from the measurements of the sides, diagonals, or other principal dimensions. Measuring and calculating field areas by chaining sides, diagonals, or other dimensions, without measuring the enclosed angles, require that the field be "sized up" very carefully before beginning measuring. First, the shape of the field must be observed and if necessary a rough preliminary sketch may be made on scratch paper to determine how to measure the field or how to divide the field into measurable plots. If the land in the field is irregular in elevation or the distance is so great that a point cannot be clearly seen, a line can be established by a person standing on the elevation or at a convenient point, on whom the Supervisor may sight in determining lines or bases or perpendiculars. Each distance measured shall be recorded on the sketch directly on the line to which it pertains in order that each area calculation may be rechecked in the County Office.

Each sketch should have recorded thereon the producer's name, the work sheet serial number, the Supervisor's name, the date, the 1937 land use of each field and plot, and the number of each field and plot. If desired, this sketch may be redrawn in the County Office to a more nearly exact scale. In all cases the sketches on Form SR-111 should be checked in the County Office and at this time all essential data should be transferred to Form SR-111a. If desirable, Form SR-111a may be filled out in

the field. The distance allowed around the edge of the crop area as the outside boundary of the crop area in the case of row crops, shall be one-half of the width of the average row.

All chains must be carefully checked for accuracy with a standard steel surveyor's tape before being used in the field and again at intervals during the season.

The following equipment will be needed in counties using a method of checking performance other than by means of aerial photographs or plane table maps:

- (1) Forms SR-111 and SR-111a.
- (2) One chain, 66 feet long, and a supply of pins.
- (3) Sketching board.
- (4) Pencils and other miscellaneous items.

Section 4. Multiple Farms.— If an owner or operator makes application for payment with respect to one or more farms in the county and has one or more other farms in the same county with respect to which he does not make application for payment (other than an "Application for Payment with Respect to Rice Farms") the County Committee shall require such producer to submit properly executed Forms SR-111, SR-111a, and SR-108 covering each farm which he does not cover with an application for payment (other than an "Application for Payment with Respect to Rice Farms") together with a statement that the data with respect to these farms accurately reflect the acreage of soil-depleting crops grown in 1937 on such farms. If the County Committee has reason to believe that the information with respect to any soil-depleting crop on any such farm is incorrect, it shall cause such check to be made as it deems necessary, and if it finds that any under-statement of soil-depleting crops has been made, it shall cause the acreage of all soil-depleting crops on all such farms to be measured.

Section 5. Classification of Land Use.— The classification of acreage as soil-depleting, soil-conserving, or neutral will be determined in accordance with the provisions of sections 31, 32, 33, and 34 of Bulletin 101. The acreage of land devoted to two or more soil-depleting crops will be counted only once and will be counted as devoted to the major of such crops. Likewise, the acreage of land devoted to two or more soil-conserving crops will be counted only once. Pursuant to section 33 of Bulletin 101, the same land may be classified once as soil-depleting and a part or all of such acreage may also be classified as soil-conserving.

Land planted to cotton shall be considered to have been devoted to a soil-depleting crop if the cotton remains on the land (whether or not there is a good stand) beyond a stage of growth that it can be readily determined whether or not a good stand has been established. This can be determined by the time squares are beginning to form. Land planted to other row crops classified as soil-depleting shall be considered to be devoted to such crops when they reach approximately the same stage of growth as that set out for cotton above, which in the case of corn or grain sorghums would be from two weeks' to one month's growth, or, even

though there is a poor stand, if such crops are left after this stage for harvest. If cotton or any other soil-depleting row crop is destroyed by flood, hail, drouth, or insects after reaching the stage indicated at which the land is considered as devoted to such crop, a certification by the producer approved by a Community Committeeman designating the area and the approximate date on which the crop was destroyed together with a statement as to the age and stage of growth of the crop destroyed shall be made to the County Committee as soon after the destruction of such crop as possible.

If the crop is not left on the land until the stage indicated has been reached, such land shall be classified as idle, unless followed by another crop or unless terraces are constructed thereon in 1937, in which case it will take the classification of such crop or practice.

Where on a given acreage of land in 1937 both tobacco and another soil-depleting crop reach a comparable stage of growth to that mentioned above for cotton, such acreage of land shall be considered to be devoted to tobacco and the other soil-depleting crop shall be disregarded in determining performance.

Where on a given acreage of land in 1937 both cotton and another soil-depleting crop other than tobacco reach a stage of growth comparable to that mentioned above for cotton, such acreage shall be considered to be devoted to cotton and the other soil-depleting crop shall be disregarded in determining performance.

Where on a given acreage of land in 1937 commercial peanuts, or any other soil-depleting crop for which a special soil-depleting base is established other than tobacco or cotton, and another soil-depleting crop reach a stage of growth comparable to that mentioned above for cotton, such acreage shall be considered to be devoted to commercial peanuts or such other special base crop and the other soil-depleting crop shall be disregarded in determining performance.

Where soil-conserving crops have attained a reasonably good growth, even though subsequently destroyed by drouth, flood, hail, or insects, the land occupied by such crops shall be classified as soil-conserving pursuant to sections 32 and 33 of Bulletin 101.

Section 6. Accounting for all Work Sheets.— The County Committee shall account to the State Office for every work sheet executed in 1937, either with a report of performance or, if a producer fails to make application for payment with respect to his farm in that county, with a statement by the operator or by the County Committee that the producer(s) on such farm does not expect to make application for payment with respect to the farming operations on the farm in 1937.

PART II. INSTRUCTIONS FOR FILLING OUT FORM SR-111a

One copy of Form SR-111a shall be prepared showing the field number and land use of each field, including fenced non-crop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each five acres and the acreage on which each approved soil-building practice is carried out. Where a report of performance and an application for payment are to cover the land covered by more than one work sheet, a Form SR-111a should be prepared for the land covered by each such work sheet.

Enter the data requested at the top of Form SR-111a. If the operator is also the owner, enter the word "same" in the space for the name of owner. The location or description of the farm should be the same as that entered on the corresponding work sheet. The above data should be filled out in the county office before the supervisor goes to the farm to check performance. If aerial photographs are used and if the land covered by the work sheet is not all covered by one enlargement, enter the number of all such enlargements covering land covered by that work sheet.

Enter in lines 1 through 12, the field number, name of the crop, and the acreage of crops classified as soil-depleting. If there is not sufficient space to enter all such acreages in these lines, another Form SR-111a should be used as a continuation sheet. Enter the total of all such acreages in line 13.

Enter in lines 14 through 20, the field number, the name and the part of the acreage of each soil-conserving crop interplanted or grown in combination with or following a soil-depleting crop and classified as soil-conserving in accordance with section 33 of Bulletin 101. Enter in line 21 the total of the acreages in lines 14 through 20.

Enter in lines 22 through 26, the field number, the description of the soil-conserving crop, and the acreage of land devoted solely to each soil-conserving crop including idle cropland on which terraces were constructed during 1937. These entries should include only the land that qualifies as soil-conserving under section 32 of Bulletin 101. Enter in line 27 the total of the acreages in lines 22 through 26.

Enter in lines 28 through 30, the field number, land use, and the acreage of cropland devoted to neutral uses. This will include idle cropland on which terraces were not constructed during 1937, and orchards and vineyards which are not intercropped. (If any part of the orchard or vineyard is intercropped, include only that portion that is classified as neutral. Enter in line 31, the total of the acreages in lines 28 through 30.

Enter in lines 32 and 33, the field number, and the gross acreage of commercial orchards, if any.

Enter in lines 34 and 35, the field number and acreage of fenced non-crop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each five acres.

For each approved soil-building practice carried out on the farm in 1937, enter in one of the lines 36 through 40, the field number, the number and description of the practice, the acreage and if applicable, the pounds or feet.

Part III. INSTRUCTIONS FOR FILLING OUT REPORT OF PERFORMANCE (FORM SR-108)

Prepare Form SR-108 (hereinafter referred to as Form 108) in triplicate (in quadruplicate in case the operator is a share-tenant). The original should be sent to the State office in accordance with instructions to be issued later, one copy should be retained in the county office and one copy should be given to the operator (and one copy should be sent to the owner, if the operator is a share-tenant).

Enter the State and county code and the application serial number in the space provided in the upper right-hand corner.

Sec. I. - The name and address of the 1937 operator (and of the owner if the operator is a share-tenant) should be entered in the spaces provided. If the operator is also the owner (as defined in Southern Region Bulletin 101, hereinafter referred to as Bulletin 101) enter the word "same" in the space provided for the name of the owner. If either name is different from that shown on the work sheet(s) filed for the farm(s), a concise explanation of the change and the reason therefor should be attached in order that the State office will be apprised that a change has been made.

The serial number(s) of the work sheet(s) covering the farm(s) for which one Form 108 is submitted should be entered in the space provided.

In all cases the Form 108 shall cover the same land (identical acreage whether one or several farms) to be covered by the corresponding application for payment. In most cases both the Form 108 and the application for payment will cover the land covered by one work sheet. However, if one application for payment is to be filed with respect to the land covered by more than one work sheet, pursuant to the provisions of section 62 of Bulletin 101, all such land shall also be covered by one Form 108 and the serial number of each such work sheet should be entered in the space provided in Section I.

Sec. II. - The utilization of the land in the farm(s) in 1937 should be shown in the spaces provided in columns (B) and (D). The acreages of all crops and practices may be obtained from Form SR-111a.

The total acreage of each soil-depleting crop should be entered in column (B), lines 1 through 12, and that part of the acreage of any such crop which is on non-cropland should be entered in column (A) immediately to the left of column (B).

If a part or all of the acreage devoted to a soil-depleting crop fails or is abandoned, enter such part or all in the appropriate line in the margin to the left of column (A).

Enter the acreage of general soil-depleting crops required for home needs in the box provided under line 7, column (A).

Enter in line 1 the acreage of corn, including the entire area where corn is interplanted or grown in combination with summer legumes.

Enter in line 2 the acreage of wheat harvested for grain or hay regardless of whether such crop was or was not followed by legumes or perennial grasses.

Enter in line 3 the acreage of small grains (other than wheat) harvested for grain, regardless of whether such grains were or were not followed by legumes or perennial grasses.

Enter in line 4 the acreage of all sorghums, millets, broomcorn, or Sudan grass harvested for grain, seed, sirup, or forage.

Enter in line 5 the name and acreage of any soil-depleting crop included in the general soil-depleting base which is grown on the farm in 1937 and for which space is not provided elsewhere in lines 1 through 6.

If no commercial peanuts are grown on the farm, enter in column (a) on any line of lines 1 through 6 in which no other entries will be made the word "Peanuts". Enter in column (B) on the same line the sum of the acreages of peanuts harvested for hay and peanuts harvested for nuts, provided the peanuts harvested for nuts are not commercial peanuts. No such entry should be made if there is an entry in line 10.

Enter in line 6 the acreage of all vegetable and truck crops, including Irish potatoes, sweet potatoes, sweet corn, melons, cantaloupes and strawberries.

Enter in line 7, column (B), the total of the acreages in lines 1 through 6.

Enter in lines 8 through 12, column (B), the 1937 acreage of cotton, tobacco, peanuts harvested for nuts, rice, and sugarcane for sugar, respectively.

If the acreage of tobacco to be entered in line 9 is other than flue-cured, strike out "Flue-cured" and insert the name of the kind of tobacco grown. In case two kinds of tobacco are grown on the farm, "Sugarcane for sugar" in line 12 should be stricken out and the name and 1937 acreage of the second kind of tobacco entered in line 12.

Eight-tenths of each acre of Georgia-Florida Type 62 tobacco should be entered in the applicable line in column (B) and two-tenths of each acre should be entered in the applicable space in lines 21 through 30 if -

(1) an average of at least four top leaves are left on each stalk on all acreage of Type 62 tobacco on the farm and all such stalks are cut and either left on the ground or plowed under within seven days after the harvesting of the other tobacco leaves is completed, and

(2) a cover crop of sorghums, cowpeas, velvet beans, or crotalaria, or any mixture of these is seeded in 1937 on all land planted to Type 62 tobacco before or following the completion of harvesting the tobacco, and a reasonably good stand of such cover crop is attained and is plowed under or disked in not later than December 31, 1937 after it has attained at least three months' growth.

If commercial peanuts are produced on the farm in 1937, the entry in line 10 should be the entire acreage of peanuts harvested for nuts and peanuts harvested for hay. Commercial peanuts shall be construed to mean those peanuts separated from the vines by mechanical means and the principal part of the production sold to persons off the farm. Otherwise, the acreage of peanuts harvested for nuts and hay should be entered in any of the lines 1 through 6, as indicated above.

Enter in line 13, column (B), the total of the acreages in lines 7 through 12.

Enter in line 14 the entire acreage (whether or not intercropped) of commercial orchards and vineyards on the farm on January 1, 1937. This should include all of the acreage of orchards and vineyards from which the principal part of the production is normally sold, including also the acreage of young non-bearing orchards or vineyards from which the principal part of the production will be sold in 1937 or later.

Enter in line 15 the total acreage of fenced non-crop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each five acres. Open pasture land is that part which is reasonably free of brush and trees. The normal pasture season shall be the period during which the pasture will carry livestock without supplementary feed, which in no case shall be less than five months. One animal unit means one cow, one horse, five sheep, five goats, two calves, two colts, or the equivalent thereof.

Enter in line 16 the acreage of idle or fallow cropland which is adapted to the production of rice and for which water for rice is readily available and from which no soil-depleting crop is harvested in 1937. This acreage should also be included in the entry in line 32.

Enter in line 17 the total acreage of soil-conserving crops on rice land, excluding idle or fallow rice land. The State office will reduce this acreage, if necessary, so that it will not be in excess of the acreage of soil-conserving crops required to meet the minimum acreage of soil-conserving crops with respect to the rice soil-depleting base for the farm and so that it will be only that acreage in excess of the sum of the soil-conserving base and the acreages diverted for payment from the soil-depleting bases, which is the minimum acreage of soil-conserving crops required under section 17 of Bulletin 101.

Enter the acreage of each soil-conserving crop grown on cropland plus that grown on non-cropland in the applicable spaces in column (D), lines 18 through 30. That acreage of each soil-conserving crop grown on non-cropland should be entered in the appropriate lines in column (C) immediately to the left of column (D).

Enter in line 18 the acreage classified as soil-conserving because summer legumes were interplanted or grown in combination with soil-depleting row crops. The acreage to be entered in column (D) shall be one-half of the acreage on which such crops are grown, provided the legume occupies at least one-half of the land and attains a reasonably good growth. If the legume occupies between one-third and one-half of the land and attains a

reasonably good growth, the acreage to be entered is one-third of the acreage on which such crop is grown. If the legume occupies less than one-third of the land or does not attain a reasonably good growth, no part of the land shall be classified as soil-conserving. Enter and circle in the margin of line 18 to the right of column (D) the entire acreage on which summer legumes were interplanted or grown in combination with soil-depleting row crops, a part of which acreage was classified as soil-conserving.

Enter in line 19 the acreage of summer, winter, or other legumes or perennial grasses following soil-depleting crops harvested in 1937.

Enter in line 20 the acreage seeded in 1937 to green manure crops following commercial vegetable crops harvested in 1937, provided the green manure crops are plowed under as green manure after having attained at least two months' growth.

Enter in the applicable lines 21 through 30 the acreage of soil-conserving crops (including idle cropland terraced during 1937) from which no soil-depleting crop is harvested in 1937.

Enter in line 31, column (D) the total of the acreages in lines 18 through 30, excluding the acreage of soil-conserving crops grown on non-cropland and entered in column (C) immediately to the left of column (D), as indicated above.

Enter in line 32 the acreage of cropland (including idle or fallow rice land that is also cropland and abandoned orchards or vineyards) on which no crop has been grown in 1937 and on which terraces were not constructed during 1937.

Enter in line 33 the actual acreage of orchards and vineyards classified as neutral in 1937 (other than those abandoned). If any part of the orchards or vineyards is interplanted, the actual acreage of the interplanted crop shall carry the classification of such crop and such acreage should not be included in the entry in line 33.

Enter in line 34 the total of the acreages in lines 13, 21 through 30, 32, and 33, less any non-cropland acreages entered to the left of column (B) in lines 1 through 12.

Sec. III. Enter in lines 35 the serial number of the work sheet covering each farm in the county owned or operated by the owner, excluding the farm(s) covered by the Form 108 being prepared.

Enter in line 36 the serial number of the work sheet covering each farm in the county owned or operated by the operator, excluding the farm(s) covered by the Form 108 being prepared.

Sec. IV. - Instructions regarding the use of section IV of Form 108 and also Form SR-112, "Division of Crop Acreage", will be issued by the State office.

Sec. V. - The extent to which each soil-building practice was carried

out should be entered in the proper space in section V. Care should be taken to enter the correct acreage, pounds, and linear feet in the proper spaces. Care should be taken also that the entries do not include acreage on which any labor, seed, or materials for such practice were furnished or paid for by any Federal or State agency, and that each such practice was carried out by such methods and with such kinds and quantities of adapted seed, trees, or other materials as conform to good farming practice. If a program is being carried out on the farm in cooperation with the Soil Conservation Service or with the Resettlement Administration, enter in section V only those practices which have been approved for payment on Form ACP-35, "Soil-Building Practice Report", applicable to such farms.

The operator and the supervisor should check section V carefully to see that each soil-building practice is listed correctly and that each practice was carried out in accordance with the provisions of Bulletin 101. For example: No payment is provided for any legume mixture in practice number 2 if the mixture contains less than 50 percent legumes (footnote 1, section V, Form 108).

Care should be taken to see that no part of the acreage on which Georgia-Florida Type 62 tobacco is planted, which is classified as eight-tenths of an acre of tobacco and two-tenths of an acre of soil-conserving crops, is included in either practice 3 or 7. In practices 10 through 13, both the acreage on which each such practice is carried out and the pounds of material applied should be entered in the spaces indicated. Payment will only be made for the application of ground limestone or its equivalent, provided that the rate of application is not less than 500 pounds per acre, if applied in rows, or 1,000 pounds per acre, if applied broadcast. If the application is more than 4,000 pounds per acre, payment will only be made for the application of 4,000 pounds. If practice number 10 is carried out, enter either "in rows" or "broadcast" to the left of the word "Pounds" in the box to indicate whether the limestone was applied in rows or broadcast. Five hundred pounds of burnt lime or 700 pounds of hydrated lime is the equivalent of 1,000 pounds of ground limestone. Where a material other than ground limestone is used, the number of pounds applied, as shown on Form 108 should be expressed in the equivalent amount of ground limestone.

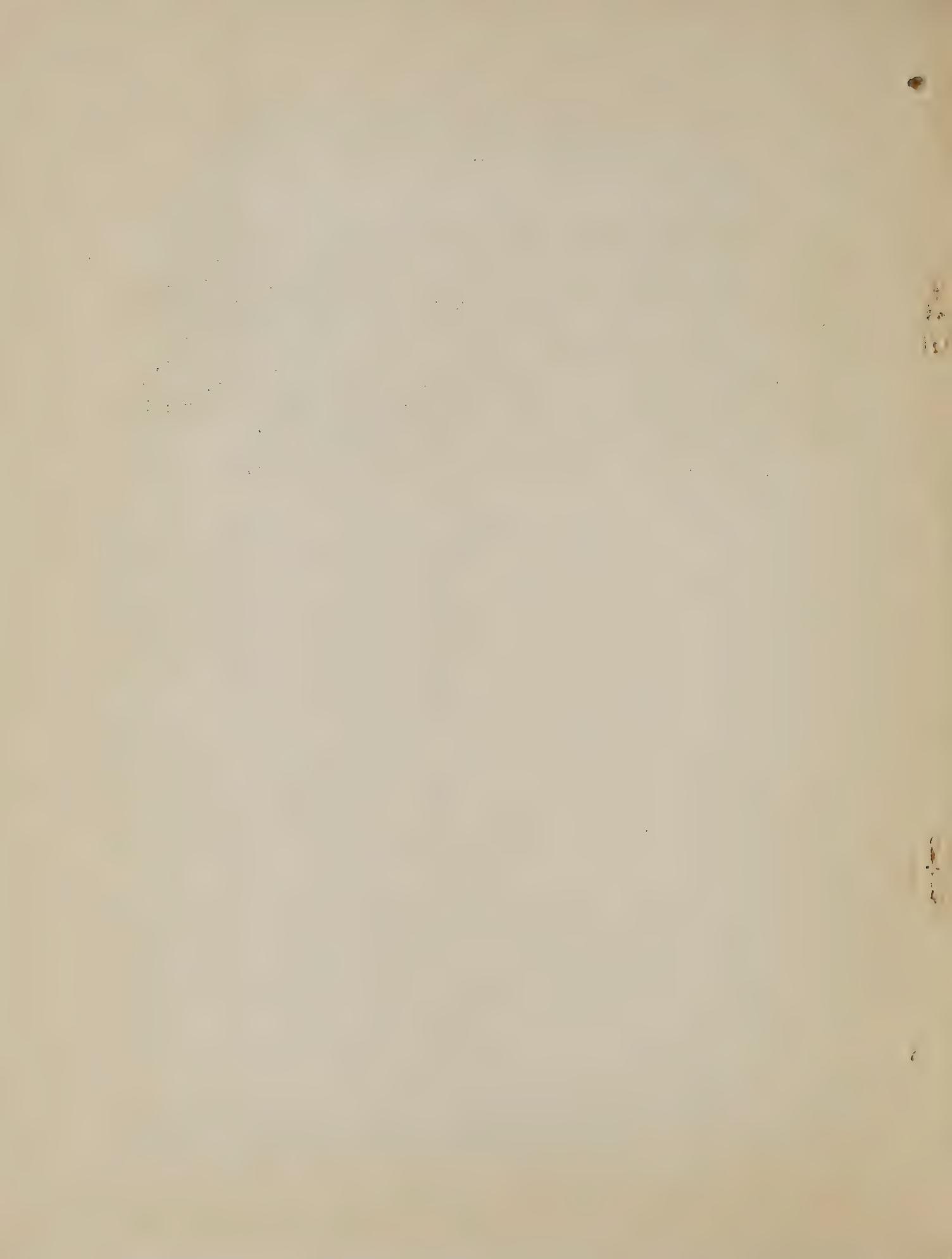
If the rate of application for practices 10 through 13 is less than the minimum application specified, no payment will be made. If the rate of application is in excess of the maximum specified, payment will only be made for an amount determined by multiplying the maximum rate of application specified by the number of acres to which applied. If material other than 16 percent superphosphate is applied, the number of pounds applied, as shown on Form 108, should be expressed as the equivalent amount of 16 percent superphosphate. One hundred pounds of 48 percent superphosphate is the equivalent of 300 pounds of 16 percent superphosphate.

No payment will be made for the application of triple superphosphate obtained pursuant to the provisions of section 67 of Bulletin 101. The total pounds expressed in terms of 16 percent superphosphate, and the acres to which applied should be entered in the blank space below practice number 17. For example:

"Practice 11 - TVA -350 pounds - 1 acre"

Under practice number 14 the construction of terraces includes the construction of proper outlets. Under practice number 15 if the contour lists are more than three and one-half feet apart, enter only the proportionate part of the entire acreage on which such practice is carried out. (Note: The number of acres rather than the linear feet is to be entered.) For instance, if the contour lists are five and one-fourth feet apart from center of list to center of the next list, enter only two-thirds of the gross acreage; if seven feet apart, enter only one-half; if ten and one-half feet apart, enter only one-third; if fourteen feet apart, enter only one-fourth of such acreage.

Form 108 shall be dated and signed by the Supervisor.



SEP 6 1937

Issued July 27, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 103
PARTS I THROUGH IV

**INSTRUCTIONS FOR DETERMINING AND REPORTING
PERFORMANCE**

(Not Applicable to the Wheat and Grain Sorghum Area of Oklahoma and Texas,
Pulaski County, Arkansas, or Kemper County, Mississippi.)

PART I. GENERAL INSTRUCTIONS

SECTION 1. Organization.—(a) **State.**—A State performance supervisor for each State will be employed who, under the direction of the State administrative officer in charge, will be directly responsible for checking performance. Where necessary, the State performance supervisor will be assisted by one or more district supervisors, who preferably should have training and experience in engineering.

Schools of instruction should be held in each State for the purpose of training local supervisors regarding the land use and crop classifications, methods to be used in measuring land, the procedure to be followed in the determination of performance in 1937, care of materials to be used, and filling out the necessary forms.

The State office should "spot check" a minimum of 2 percent of the farms in each county, including at least one farm inspected by each supervisor, for the purpose of determining the accuracy of the work of the supervisors in measuring the fields and reporting land use and in making the "spot check" should give particular attention to fenced noncrop open pasture land and to cases where the land classification is a matter of judgment. Insofar as possible, the State office will do a portion of the "spot checking" early in the inspection period and the remainder when the supervisors have practically completed their work in the county. Each supervisor should at the outset be informed that he will be paid only for the work satisfactorily performed by him.

(b) **County.**—The county agent will be in general charge of the work in connection with the determination of performance within the county.

The assistant in agricultural conservation, where employed, will have immediate supervision of the performance work in the county, and will make frequent checks of the work of each employee. If no

assistant in agricultural conservation is employed, and in other cases where necessary, one or more county supervisors may be employed to supervise performance work.

Supervisors will be employed for the purpose of making a determination of performance and a report as to performance on farms owned or operated by cooperating producers. Wherever possible, persons who have done satisfactory work in land measurement under the agricultural adjustment programs should be employed. Community committeemen may be selected as supervisors if they have the necessary qualifications. A supervisor should not check any farm in which he has any sort of financial interest or any farm owned or operated by a near relative.

Where it is advisable that an engineering check on terracing be made to determine whether the terraces meet approved specifications, it is suggested that one capable man be employed for each county to handle this job. If such checking is postponed until near the end of the year, it can be accomplished more quickly and with less expense.

SEC. 2. Acres to be measured and acres which may be estimated.—Measure (unless accurate measurements are already available) the total cropland and all acreages in the farm upon which a payment (or a deduction) will be based. Record separately the data for—

(1) Cotton, each kind of tobacco, peanuts harvested for nuts or hay, rice, sugarcane for sugar, wheat, and each soil-building practice, respectively;

(2) The total acreage of general soil-depleting crops (where two or more general soil-depleting crops (other than wheat) are grown in the same field, the acreage of each may be estimated, but the total acreage of all such crops in each field shall be measured unless accurate measurements are already available);

(3) The total acreage of soil-conserving crops (where two or more soil-conserving crops are grown in the same field, the acreage of each may be estimated, but the total acreage of all such crops in each field shall be measured unless accurate measurements are already available).

If accurate maps or aerial photographs are not available from which to make measurements, estimate the acreage of fenced non-crop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each 5 acres.

Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped; and hundredths amounting to more than five shall be considered a whole tenth.

SEC. 3. Methods and materials to be used in checking performance.—Each performance supervisor should be familiar with Southern Region Bulletin 101 (hereinafter referred to as Bulletin 101), and with each amendment that is applicable to the area which he will check, Southern Region Bulletin 102, and form SR-101. He should *thoroughly* familiarize himself with the provisions of Southern Region Bulletin 103 and with each of the following forms: Forms SR-108, SR-111, SR-111a, and SR-112 (hereinafter referred to as form 108, form 111, etc.). Instructions regarding the execution of form 111a are contained in part II hereof, and those relative to form 108 are contained in part III hereof. Form 111 will be used only in those cases where farms are checked by chain or some method other than with aerial photographs or accurate maps. Instructions regarding the use of form 112 will be issued by the State office.

(a) **Aerial photographs.**—In territories where performance is to be determined by the use of aerial photographs, only such data as farm boundaries, field outlines, and field numbers are to be recorded directly on the enlargements of the aerial photographs. In doing this the use of legends is desired. The additional data with respect to each farm are to be listed on form 111a.

(1) **Receiving, inspecting, and using aerial photographic materials.**—It will be the responsibility of the State office to receive aerial photographic material and to inspect the material to determine that it complies with all the specifications governing the contract or purchase of such materials, particularly with reference to flight lines, overlap, sidelap, crabbing, coverage, quality of photographs, and index maps. The results of this inspection should be recorded on form SRM-103 and the record of the scale check should be made on form SRM-104. Following approval of each county project, these forms will be prepared in duplicate and the originals forwarded to the Southern Division, Agricultural Adjustment Administration, Washington, D. C. With the exception of checking for proper scale, all inspecting and checking of materials will be done in the State office. The correctness of scale will be determined in the field under the supervision of the State performance supervisor or his representative. The individual charged with this responsibility should, insofar as possible, at the same time acquaint those in the county office in charge of the program with the proper use of the materials.

For areas covered by aerial photographs resulting from commercial surveys and purchased from commercial concerns, the check will include only the matters of coverage, quality, and scale.

Ground measurements in those territories covered by items 1, 2, and 3 of USDA 10136 will not be made following delivery of the enlargements, as the enlargements are based upon the ratio factors furnished by the Agricultural Adjustment Administration. Special instructions are being given in these cases.

Upon delivery of aerial photographic materials to the county office a receipt showing a list of the materials should be obtained. This list will be prepared in triplicate on form SRM-105 at the time of the inspection of the materials and the third copy sent to the Southern Division, Agricultural Adjustment Administration, Washington, D. C.

The photographic material is of considerable value and must be given the proper care, as it is expected that with such care it will be usable for a period of 3 to 5 years. This material has been acquired by the Agricultural Adjustment Administration solely for use in connection with the Agricultural Conservation Program, and it is not to be loaned to or used for any other purpose by private persons or any other governmental agency, whether Federal, State, or local, without specific authorization from the Administration.

One person in each county office should be assigned to check out the enlargements and to watch for shortage and misuse of the same. Safeguards should be provided in the filing and care of aerial photographic materials, tracings, blue prints, and other materials or equipment used in the permanent mapping program.

Definite areas for checking should be assigned each supervisor, and the corresponding enlargements covering these areas should be turned over to him, together with forms 111a showing the names of the operators of the farms to be checked. Only a sufficient number of enlargements to provide 2 to 6 days' work should be given the supervisor at one time. A receipt showing the serial numbers of the enlargements should be obtained from the supervisor. The supervisor should be required to return to the office at least once a week all enlargements on which field checks have been made, together with form 111a for each farm checked. At the beginning of the work each supervisor should be required to report to the county office daily until the person in charge is satisfied that the supervisor fully understands the use of aerial photographs in determining performance.

Field and plot areas will be measured in the county office by the use of planimeters or rotometers. Those selected for this work must be industrious, careful, and patient, and have good eyesight. The instructions for the care and use of planimeters and rotometers furnished by the manufacturer with each instrument must be carefully followed.

Supervisors who are to use the aerial photographs in the field should be provided with a piece of masonite or other panel board, 21 by 25 inches, on which to clip the enlargements while using them. The enlargements should be fastened to the board by the use of binder clips. Never use thumb tacks. Enlargements should never be rolled or folded and should always be used on a firm flat surface. An oilcloth cover slightly larger than the board should be carried in the field to protect the enlargements from inclement weather.

It is necessary in all cases that the producer or his representative accompany the supervisor in making the field check of performance. No supervisor shall go on a farm without the consent of its operator. The supervisor and the producer or his representative should examine the enlargement and identify the farm boundaries. Farm boundaries will be identified by making at each corner, or change of direction, of the boundary, a mark not exceeding one-half inch in length along the boundary in both directions. A red wax pencil should be used for this purpose. Every effort should be made to avoid making any unnecessary records, marks, or notations on the enlargements. The supervisor and producer should then inspect each field (including the fenced noncrop open pasture land) on the farm and the supervisor should number with a red pencil consecutively on the enlargement each field and plot (including the fenced noncrop open pasture land) which is bounded by permanent or semipermanent features. Subdivisions of these fields into plots in order to identify properly crops or practices should be shown on the enlargements as field number 1a, 1b, 1c, 4a, 4b, etc. Each field number and the 1937 use of the field or plot should be entered on form 111a.

Where the dividing line between crops or practices does not show plainly on the enlargement, sufficient ground measurements from features which can be identified on the photograph should be made with a chain so as to locate such line. The supervisor should keep in mind that the areas of the individual field or subdivisions thereof will be determined in the county office. For this reason in cases where the boundaries are not clear and definite it is necessary that they be traced on the enlargement with a sharp-pointed, soft, black wax pencil.

After checking all the fields on the farm and identifying all crops and practices and entering the proper identifications on the enlargement and form 111a, the supervisor should carefully examine both the enlargement and form 111a before leaving the farm, to see that all essential information has been entered thereon. This procedure should prevent the necessity of a return visit to the farm to check some minor detail.

(2) **Additional equipment needed in counties using aerial photographic materials.**—County offices should be equipped with the following:

- i. One or more planimeters.
- ii. One or more 17-inch rotometers.
- iii. One filing case for enlargements and photo-index maps.
- iv. A supply of smooth-writing wax pencils of various colors and art-gum erasers.

v. One or more large tables.

Supervisors going to the field should be equipped with the following:

- i. One chain, 66 feet long, divided into tenths.
- ii. One 21-inch by 25-inch masonite or other panel board, for use in working with the enlargements in the field.
- iii. Oilcloth cover for the board.
- iv. One waterproof enlargement holder so made as to prevent soiling and otherwise damaging the enlargements while in field use.
- v. Smooth-writing black and red wax pencils.
- vi. One or more art-gum erasers.
- vii. One 6-inch ivory-covered scale graduated to fiftieths or hundredths of an inch.

(b) **Plane table maps.**—The method of checking performance on farms covered by plane table maps will be similar to the method employed in the use of aerial photographs. The plane table maps have been prepared by the Agricultural Adjustment Administration solely for use in connection with the Agricultural Conservation Program and are not to be loaned to or used for any other purpose by private persons, or any other governmental agency, whether Federal, State, or local, without specific authorization from the Administration.

The following additional equipment will be needed in counties using plane table maps:

- (1) One or more planimeters.
- (2) One or more 17-inch rotometers.
- (3) One or more large tables.

Supervisors going to the field should be equipped with the following:

- (1) The blueprint, or map if there is no blue print, for each farm to be checked.
- (2) One board for use in working with the blueprint or map in the field.
- (3) One chain, 66 feet long, divided into tenths.
- (4) Pencils and other necessary items.

(c) **Other methods.**—Where aerial photographs, plane table maps, or other accurate measurements are not available for checking performance in 1937, checking will be done by chaining or some other equivalent method and a map of the farm shall be prepared by means of the farm sketch method similar to that used in 1936. A definite proportionate sketch (not necessarily to exact scale) should be drawn on form 111 by the supervisor, showing the relative position of all fields and physical features.

The areas of fields will be calculated from the measurements of the sides, diagonals, or other principal dimensions. Measuring and calculating field areas by chaining sides, diagonals, or other dimensions, without measuring the enclosed angles, require that the field be "sized up" very carefully before beginning measuring. First, the shape of the field must be observed and if necessary a rough preliminary sketch may be made on scratch paper to determine how to measure the field or how to divide the field into measurable plots. If the land in the field is irregular in elevation or the distance is so great that a point cannot be clearly seen, a line can be established by a person standing on the elevation or at a convenient point, on whom the supervisor may sight in determining lines or bases or perpendiculars. Each distance measured shall be recorded on the sketch directly on the line to which it pertains in order that each area calculation may be rechecked in the county office.

Each sketch map should have recorded thereon the producer's name, the work sheet serial number, the supervisor's name, the date made, the 1937 land use of each field and plot, and the number of each field and plot. If desirable, this sketch may be redrawn in the county office to a more nearly exact scale. In all cases the sketches on form 111 should be checked in the county office and at this time all essential data should be transferred to form 111a. If desirable, form 111a may be filled out in the field. The distance allowed around the edge of the crop area as the outside boundary of the crop area in the case of row crops should be one-half of the width of the average row.

All chains must be carefully checked for accuracy with a standard steel surveyor's tape before being used in the field and again at reasonable intervals during the season.

The following equipment will be needed in counties using a method of checking performance other than by means of aerial photographs or plane table or other accurate maps:

- (1) Forms 111 and 111a.
- (2) One chain, 66 feet long, divided into tenths, and a supply of pins.
- (3) Sketching board.
- (4) Pencils and other necessary items.

SEC. 4. Multiple farms.—If an owner or operator makes application for payment with respect to one or more farms in the county and has one or more other farms in the same county with respect to which he does not make application for payment (other than an “application for payment with respect to rice farms”) the county committee shall require such producer to submit properly executed forms 111, 111a, and 108 covering each such farm which he does not cover with an application for payment (other than an “application for payment with respect to rice farms”) together with a statement that the data with respect to these farms accurately reflect the acreage of soil-depleting crops grown in 1937 on such farms. If the county committee has reason to believe that the information with respect to any soil-depleting crop on any such farm is incorrect, it shall cause such check to be made as it deems necessary, and if it finds that any understatement of soil-depleting crops has been made it shall cause the acreage of all soil-depleting crops on all such farms to be measured.

SEC. 5. Classification of land use.—The classification of acreage as soil depleting, soil conserving, or neutral will be determined in accordance with the provisions of sections 31, 32, 33, and 34 of Bulletin 101. The acreage of land devoted to two or more soil-depleting crops will be counted only once and will be counted as devoted to the major of such crops. Likewise the acreage of land devoted to two or more soil-conserving crops will be counted only once. Pursuant to section 33 of Bulletin 101, the same land may be classified once as soil depleting and a part or all of such acreage may also be classified as soil conserving.

Land planted to cotton (even though a poor stand is obtained) shall be considered to have been devoted to cotton and therefore to a soil-depleting crop if the cotton remains on the land beyond that stage of growth at which it can be readily determined whether or not a good stand has been established. This can be determined by the time squares begin to form. If the cotton fails to come up or is not left on the land until the stage indicated has been reached, such land shall be considered as idle unless followed by another crop, in which case it will take the classification of such crop.

Land planted to other soil-depleting crops shall be considered to have been devoted to such crops when they reach a stage of growth comparable to that set out above for cotton, which in the case of corn or grain sorghums would be from 2 weeks' to 1 month's growth, or (even though there is a poor stand) if such crops are left after this stage for harvest. If the crop is not left on the land until the stage indicated has been reached, such land shall be considered as idle, unless followed by another crop, in which case it will take the classification of such crop.

If cotton or any other soil-depleting crop is destroyed after reaching the stage indicated at which the land is considered as devoted to such crop, a certification by the operator approved by a community committeeman designating the area and the approximate date on which the crop was destroyed, together with a statement as to the age and stage of growth of the crop destroyed and the cause of such destruction, shall be made to the county committee as soon after the

destruction of such crop as possible if the producer intends to make application for payment respecting the farm.

Where on a given acreage of land in 1937 both tobacco and another soil-depleting crop reach a stage of growth comparable to that mentioned above for cotton, such land shall be considered to be devoted to tobacco, and the other soil-depleting crop shall be disregarded in determining performance.

Where on a given acreage of land in 1937 both cotton and another soil-depleting crop other than tobacco reach a stage of growth comparable to that mentioned above for cotton, such land shall be considered to be devoted to cotton, and the other soil-depleting crop shall be disregarded in determining performance.

Where on a given acreage of land in 1937 commercial peanuts, or any other soil-depleting crop other than tobacco or cotton for which a special soil-depleting base is established, and another soil-depleting crop reach a stage of growth comparable to that mentioned above for cotton, such land shall be considered to be devoted to commercial peanuts or other such special base crop, and the other soil-depleting crop shall be disregarded in determining performance.

Where soil-conserving crops have attained a reasonably good growth, even though subsequently destroyed by unfavorable weather conditions or insects, the land occupied by such crops shall be classified as soil-conserving pursuant to sections 32 and 33 of Bulletin 101.

SEC. 6. Accounting for all work sheets.—The county office shall account to the State office for every work sheet executed in 1937, either with a report of performance or with a statement by the owner, operator, or county committee that neither the owner nor the operator expects to make application for payment with respect to his farming operations in the county in 1937.

PART II. INSTRUCTIONS FOR FILLING OUT FORM SR-111a

One copy of form 111a shall be prepared showing the field number and land use of each field, including fenced noncrop open-pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each 5 acres, and the acreage on which each approved soil-building practice is carried out. Where a report of performance and an application for payment are to cover land which is covered by more than one work sheet, a form 111a should nevertheless be prepared for the land covered by each such work sheet.

Enter the data requested at the top of form 111a. If the operator is also the owner, enter the word "same" in the space for the name of owner. The "Location of farm" should be the same description of the farm as that entered on the corresponding work sheet. The above data should be filled out in the county office before the supervisor goes to the farm to check performance. If aerial photographs are used and if the land covered by the work sheet is not all covered by one enlargement, enter the numbers of all such enlargements covering land covered by that work sheet.

In lines 1 through 12 enter the field number, the name of the crop, and the acreage of crops classified as soil depleting. That part of

such acreage which is on noncropland should be entered immediately to the left in the column headed "Crops." If there is not sufficient space to enter all such acreages in these lines, another form 111a should be used as a continuation sheet and appropriately identified as such. Enter the total of all such acreages in line 13.

In lines 14 through 20 enter the field number, the name and that part (in acres) of the acreage of each soil-conserving crop interplanted or grown in combination with or following a soil-depleting crop and classified as soil-conserving in accordance with section 33 of Bulletin 101. That part of such acreage which is on noncropland should be entered immediately to the left in the column headed "Crops." Enter in line 21 the total of the acreages in lines 14 through 20.

In lines 22 through 26 enter the field number, the description of the soil-conserving crop, and the acreage of land devoted solely to each soil-conserving crop, including idle cropland on which terraces were constructed during 1937. That part of such acreage which is on noncropland should be entered immediately to the left in the column headed "Crops." These entries should include only the land that qualifies as soil-conserving under section 32 of Bulletin 101. Enter in line 27 the total of the acreages in lines 22 through 26.

In lines 28 through 30 enter the field number, the land use, and the acreage of cropland devoted to neutral uses. This will include idle cropland on which terraces were *not* constructed during 1937, and orchards and vineyards which are *not* intercropped. (If any part of the orchard or vineyard is intercropped, include only that portion classified as neutral.) Enter in line 31 the total of the acreages in lines 28 through 30.

In lines 32 and 33 enter the field number, the kind, and the gross acreage of commercial orchards, if any.

In lines 34 and 35 enter the field number and the acreage of fenced noncrop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each five acres. See the definition of animal unit in Bulletin 101, page 4, which is repeated in part III hereof.

For each approved soil-building practice carried out on the farm in 1937 enter in one of the lines 36 through 41 the field number, the number and description of the practice, the acreage, and if applicable, the pounds or feet.

PART III. INSTRUCTIONS FOR FILLING OUT REPORT OF PERFORMANCE (FORM SR-108)

Prepare form 108 in triplicate (in quadruplicate in case the operator is a share-tenant). The original should be sent to the State office in accordance with instructions to be issued later, one copy should be retained in the county office, and one copy should be given to the operator (and one copy should be sent to the owner, if the operator is a share-tenant).

Enter the State and county code and the application serial number in the space provided in the upper right-hand corner.

In section I the name and address of the 1937 operator (and of the owner if the operator is a share-tenant) should be entered in the

spaces provided. If the operator is also the owner (as defined in Bulletin 101) enter the word "Same" in the space provided for the name of the owner. If either name is different from that shown on the work sheet(s) filed for the farm(s), a concise explanation of the change and the reason therefor should be attached in order that the State office will be apprised of the fact that the change has been noted, as well as the reason therefor.

The serial number(s) of the work sheet(s) covering the farm(s) for which the form 108 is submitted should be entered in the space provided.

In all cases the form 108 shall cover the same land (identical acreage whether one or several farms) to be covered by the corresponding application for payment. In most cases both the form 108 and the application for payment will cover the land covered by one work sheet. However, if a single application for payment is to be filed with respect to the land covered by more than one work sheet, pursuant to the provisions of section 62 of Bulletin 101, all such land shall also be covered by a single form 108 and the serial number of each such work sheet should be entered in the space provided in section I.

In section II the utilization of the land in the farm(s) in 1937 should be shown in the spaces provided in columns (B) and (D). The acreages of all crops and practices may be obtained from form 111a.

The total acreage of each soil-depleting crop should be entered in column (B), lines 1 through 12, and that part of the acreage of any such crop which is on noncropland should be entered in that part of column (A) which is immediately to the left of column (B).

In the box provided under line 7, column (A) enter the acreage of general soil-depleting crops required for home needs, taking the figure shown in form SR-102.

In line 1 enter the acreage of corn, including corn planted alone plus the entire area on which corn is interplanted or grown in combination with summer legumes.

In line 2 enter the acreage of wheat harvested for grain or hay regardless of whether such crop was or was not followed by legumes or perennial grasses.

In line 3 enter the acreage of small grains (other than wheat) harvested for grain or hay, regardless of whether such grains were or were not followed by legumes or perennial grasses.

In line 4 enter the acreage of all sorghums, as well as millets, broomcorn, or Sudan grass, harvested for grain, seed, sirup, or forage.

In line 5 enter the name and acreage of any soil-depleting crop included in the general soil-depleting base which is grown on the farm in 1937 and for which space is not provided elsewhere in lines 1 through 6.

If no commercial peanuts are grown on the farm, enter in column (A) on any line of lines 1 through 6 in which no other entries will be made the word "Peanuts." Enter in column (B) on the same line the sum of the acreages of peanuts harvested for hay and peanuts harvested for nuts, provided the peanuts harvested for nuts are not commercial peanuts. If commercial peanuts are grown on the farm, such entry should include only the peanuts harvested for hay.

In line 6 enter the acreage of all vegetable and truck crops, including Irish potatoes, sweetpotatoes, sweet corn, melons, cantaloupes, and strawberries.

In line 7, column (B), enter the total of the acreages in lines 1 through 6.

In lines 8 through 12, column (B), enter the 1937 acreages of cotton, tobacco, peanuts harvested for nuts or hay, rice, and sugar-cane for sugar, respectively.

If the acreage of tobacco to be entered in line 9 is other than Flue-cured, strike out "Flue-cured" and insert the name of the kind of tobacco grown. In case two kinds of tobacco are grown on the farm, "Sugarcane for sugar", in line 12, should be stricken out, and the name and 1937 acreage of the second kind of tobacco entered in line 12.

Eight-tenths of each acre of Georgia-Florida type 62 tobacco should be entered in the applicable line in column (B), and two-tenths of each acre should be entered in the applicable space in lines 21 through 30, if—

(1) An average of at least four top leaves are left on each stalk on all acreage of type 62 tobacco on the farm and all such stalks are cut and either left on the ground or plowed under within 7 days after the harvesting of the other tobacco leaves is completed; and

(2) A cover crop of sorghums, cowpeas, velvet beans, or crotalaria, or any mixture of these, is seeded in 1937 on all land planted to type 62 tobacco before or following the completion of harvesting the tobacco, and a reasonably good stand of such cover crop is attained and is plowed under or disked-in not later than December 31, 1937, after it has attained at least 3 months' growth.

If commercial peanuts are produced on the farm in 1937, the entry in line 10 should be the entire acreage of peanuts harvested for nuts.

Commercial peanuts shall be construed to mean those peanuts separated from the vines by mechanical means and the principal part of the production sold to persons off the farm. Otherwise, the acreage of peanuts harvested for nuts and hay should be entered in any of the lines 1 through 6, as indicated above.

In line 13, column (B), enter the total of the acreages in lines 7 through 12.

In line 14 enter the entire acreage (whether or not intercropped) of commercial orchards and vineyards on the farm on January 1, 1937. This should include all of the acreage of orchards and vineyards from which the principal part of the production is normally sold, including also the acreage of young nonbearing orchards or vineyards from which the principal part of the production will be sold in 1937 or later.

In line 15 enter the *total* acreage of fenced noncrop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each five acres. Open pasture land is that part on which the predominant growth is forage suitable for livestock and on which the number and grouping of any trees or shrubs are such that the land could not fairly be considered to be woodland. The normal pasture season shall be the period during which the pasture will sustain livestock without supplementary feed, which in no case shall be less than 5 months. One animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

In line 16 enter the acreage of idle or fallow *cropland* which is adapted to the production of rice and for which water for rice is

readily available and from which no soil-depleting crop is harvested in 1937. This acreage should also be included in the entry in line 32.

In line 17 enter the *total* acreage of soil-conserving crops on rice land, excluding idle or fallow rice land. This acreage will also be included in the applicable lines 21 through 30. The State office will reduce this acreage, if necessary, so that it will not be in excess of the acreage of soil-conserving crops required to meet the minimum acreage of soil-conserving crops with respect to the rice soil-depleting base for the farm and so that it will be only that acreage in excess of the sum of the soil-conserving base and the acreages diverted for payment from the soil-depleting bases which is the minimum acreage of soil-conserving crops required under section 17 of Bulletin 101.

Enter the acreage of each soil-conserving crop grown on cropland plus that grown on noncropland in the applicable spaces in column (D), lines 18 through 30. That acreage of each soil-conserving crop grown on noncropland should be entered in the appropriate lines in column (C), immediately to the left of column (D).

In line 18 enter the acreage classified as soil-conserving because summer legumes were interplanted or grown in combination with soil-depleting row crops. The acreage to be entered in column (D) shall be one-half of the acreage on which such crops are grown, provided the legume occupies at least one-half of the land and attains a reasonably good growth. If the legume occupies between one-third and one-half of the land and attains a reasonably good growth, the acreage to be entered is one-third of the acreage on which such crop is grown. If the legume occupies less than one-third of the land or does not attain a reasonably good growth, no part of the land shall be classified as soil-conserving. Enter and encircle in the margin of line 18, to the right of column (D), the entire acreage on which summer legumes were interplanted or grown in combination with soil-depleting row crops, a part of which acreage was classified as soil-conserving.

In line 19 enter the acreage of summer, winter, or other legumes or perennial grasses following soil-depleting crops harvested in 1937.

In line 20 enter the acreage on which green manure crops are grown in 1937 following commercial vegetable crops harvested in 1937, provided the green manure crops are plowed under as green manure after having attained at least 2 months' growth.

Enter in the applicable lines 21 through 30 the acreage of soil-conserving crops (including idle cropland on which terraces were constructed during 1937) from which no soil-depleting crop is harvested in 1937.

In line 31, column (D), enter the total of the acreages in lines 18 through 30, excluding the acreage of soil-conserving crops grown on noncropland and entered in column (C), immediately to the left of column (D), as indicated above.

In line 32 enter the acreage of *cropland* (including idle or fallow rice land that is also cropland) on which no crop has been grown in 1937 and on which terraces were not constructed during 1937. This entry will also include the acreage of grain sorghums planted in rows and left on the land, and small grains not harvested for grain or hay and which do not attain a reasonably good growth.

In line 33 enter the actual acreage of orchards and vineyards classified as neutral in 1937 (other than those abandoned). If any

part of the orchards or vineyards is interplanted, the actual acreage of the interplanted crop shall carry the classification of such crop and such acreage should not be included in the entry in line 33.

In line 34 enter the total of the acreages in lines 13, 21 through 30, 32, and 33, less any noncropland acreages entered to the left of column (B) in lines 1 through 12, and to the left of column (D) in lines 21 through 30. Such figure must equal the sum of the totals in lines 13, 27, and 31 of form 111a, less any noncropland acreages included in these totals.

In section III enter in line 35 the serial number of the work sheet covering each farm in the county owned or operated by the owner, *excluding* the farm(s) entered in section I and covered by the form 108 being prepared.

Enter in line 36 the serial number of the work sheet covering each farm in the county owned or operated by the operator, *excluding* the farm(s) entered in section I and covered by the form 108 being prepared.

In section IV instructions regarding the use of section IV of form 108 and also form SR-112, "Division of Crop Acreage", will be issued by the State office.

In section V the extent to which each soil-building practice was carried out should be entered in the proper space in section V. Care should be taken to enter the correct acreage, pounds, and linear feet in the proper spaces. Care should also be taken to see that the entries do not include any acreage on which any labor, seed, or materials for such practice was furnished or paid for by any Federal or State agency, and that each such practice was carried out by such methods and with such kinds and quantities of adapted seed, trees, or other materials as conform to good farming practice. If a program is being carried out on the farm in cooperation with the Soil Conservation Service or Resettlement Administration, enter in section V only those practices carried out on the farm which have been approved for payment on form ACP-35, "Soil-Building Practice Report", applicable to such farms.

The operator and the supervisor should check section V carefully to see that each soil-building practice is listed correctly and that each practice was carried out in accordance with the provisions of Bulletin 101. For example: No payment is provided for any legume mixture in practice no. 2 if the mixture contains less than 50 percent of the amount of legumes necessary to seed at the normal rate for such legumes (footnote 1, sec. V, form 108).

Care should also be taken to see that no part of the acreage on which Georgia-Florida type 62 tobacco is planted, which is classified as eight-tenths of an acre of tobacco and two-tenths of an acre of soil-conserving crops, is included in either practice no. 3 or 7.

In practices 10 through 13, both the acreage on which each such practice is carried out and the pounds of material applied should be entered in the spaces indicated.

Payment will only be made for the application of ground limestone or its equivalent, provided that the rate of application is not less than 500 pounds per acre if applied in rows or 1,000 pounds per

acre if applied broadcast. If the application is more than 4,000 pounds per acre, payment will only be made for the application of 4,000 pounds. If practice no. 10 is carried out, enter either "rows" or "broadcast" to the left of the box containing the word "Pounds" to indicate whether the limestone was applied in rows or broadcast. Five hundred pounds of burnt lime or 700 pounds of hydrated lime is the equivalent of 1,000 pounds of ground limestone. Where a material other than ground limestone is used the number of pounds applied, as shown on form 108, should be expressed in the equivalent amount of ground limestone.

If the rate of application for practices 10 through 13 is less than the minimum application specified, no payment will be made. If the rate of application is in excess of the maximum specified, payment will only be made for an amount determined by multiplying the maximum rate of application specified by the number of acres to which applied. If material other than 16 percent superphosphate is applied, the number of pounds applied, as shown on form 108, should be expressed as the equivalent amount of 16 percent superphosphate. One hundred pounds of 48 percent superphosphate is the equivalent of 300 pounds of 16 percent superphosphate.

No payment will be made for the application of triple superphosphate obtained pursuant to the provisions of section 67 of Bulletin 101. The total pounds, expressed in terms of 16 percent superphosphate, and the acres to which applied should be entered in the blank space below practice number 17. For example:

Practice 11—TVA—350 pounds—1 acre

Under practice number 14 the construction of terraces includes the construction of proper outlets.

Under practice number 15, if the contour lists or furrows are more than $3\frac{1}{2}$ feet apart enter only the proportionate part of the entire acreage of pasture land on which such practice is carried out. (NOTE.—The number of *acres* rather than the linear feet is to be entered.) For instance, if the contour lists or furrows are $5\frac{1}{4}$ feet apart, enter only two-thirds of the gross acreage; if 7 feet apart, enter only one-half of the gross acreage; if $10\frac{1}{2}$ feet apart, enter only one-third of the gross acreage; if 14 feet apart, enter only one-fourth of the gross acreage. A second method of computing such acreage would be to estimate carefully the total length of all contour lists or furrows and multiply such length by $3\frac{1}{2}$ feet and divide the result by 43,560. Still another method of computing the acreage of pasture-land contour listed or furrowed, in cases where the contour lists or furrows are more than $3\frac{1}{2}$ feet apart, is to divide the average distance between the contour lists or furrows into $3\frac{1}{2}$ and multiply the gross acreage contour listed or furrowed by the percentage figure thus obtained.

Care should be taken to see that neither the seeding nor the disposition of soil-conserving crops grown on the acreage included under practice number 17 is included under any other practice.

Form 108 shall be dated as of the date the performance reported on was completely checked and signed by the supervisor.

PART IV. INSTRUCTIONS FOR FILLING OUT REPORT OF PERFORMANCE WITH RESPECT TO RANCHES (FORM SR-154)

Form SR-154, "Report of performance with respect to ranches", will be prepared in triplicate. The original should be sent to the State office in accordance with instructions to be issued later, one copy retained in the county office, and one copy given to the operator.

The general instructions contained in part I of this bulletin shall also apply to determining and reporting performance with respect to ranches, except that all acreages or other units shall be expressed to the nearest whole number, tenths amounting to five or less shall be dropped and tenths amounting to more than five shall be considered a whole number. The supervisor who checks performance on ranches may or may not be the same person who served as range inspector. Performance with respect to each practice should be checked as soon as possible after completion of the practice.

Enter the State and county code and ranch serial number in the space provided in the upper right-hand corner.

In section I the name(s) and address(es) of the 1937 operator(s) should be entered in the spaces provided.

In section II the extent to which each range-building practice was carried out is to be entered in the proper space in section II. Care should be taken to enter the correct acreage, linear feet, cubic yards, and rods, in the proper spaces. Care should also be taken to see that the entries do not include any practice unless (1) such practice was approved by the county committee on form SR-152, "Report on examination of range land", and (2) such practice was carried out according to the generally accepted standards of good ranching with materials of the kinds and qualities customarily used.

The operator and the supervisor should check section II carefully to see that each range-building practice is listed correctly; that none is omitted, and that each practice listed is carried out in accordance with the provisions of bulletin 101. For example: No payment will be made for carrying out any range-building practice if any of the labor or material with respect to that practice was furnished by any Federal or State agency.

None of the acreages listed below should be estimated if accurate measurements, aerial photographs, or plane table maps are already available.

Enter in the space provided the estimated acreage on which practice no. 51 was carried out. The supervisor should make a careful inspection of such acreage to satisfy himself that the land was withheld from grazing between May 1 and October 31, 1937, inclusive. He should also inspect the remainder of the range land on the ranch to determine whether or not it has been overgrazed. If overgrazing to an extent that causes deterioration has occurred, the supervisor should attach a statement to form SR-154 setting forth the facts in the case.

Enter in the space provided the acreage on which practice no. 52 was carried out in 1937. In determining the acreage contour listed or furrowed, either of the three methods outlined in part III hereof for determining the acreage contour listed or furrowed under practice number 15 may be used.

Enter under practice number 53 the total linear feet of narrow terraces or ridges constructed in 1937 on slopes of 2 percent or greater. The total linear feet shall be carefully estimated by the supervisor.

Measure and compute the number of cubic yards of material moved in constructing spreader dams under practice number 54 and enter the result in the applicable space. No payment will be made for this practice unless the dam is constructed in accordance with specifications of the State committee.

Measure the linear feet of spreader terraces constructed in accordance with the provisions of practice number 55 and enter the result in the applicable space. Such terraces must be constructed in accordance with specifications of the State committee.

Measure and compute the number of cubic yards of material used in constructing tanks and reservoirs in accordance with practice number 56. Include in such computations only that material used in the fill or dam and the material excavated but *not* used in the fill or dam. If masonry dams are constructed in lieu of earthen dams, the number of cubic yards of earth which would have been required to construct an earthen dam to hold the same amount of water on the same site shall be carefully computed and the result entered in the applicable space.

Measure the length of range fences constructed in 1937 in accordance with practice number 57 and enter the result, expressed in rods, in the applicable space. Include in such entry only those fences that are necessary in connection with other practices.

Make a careful estimate of the number of linear feet of fire guards constructed in accordance with practice number 58 and enter the result in the applicable space. Do not include those fire guards that are less than 4 feet in width.

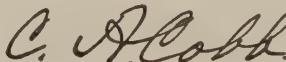
Make a careful estimate of the number of acres on which prairie dogs were eradicated under practice number 59 and enter the result in the space provided. Likewise, make a careful estimate of the number of acres on which kangaroo rats were eradicated and enter the result in the space provided.

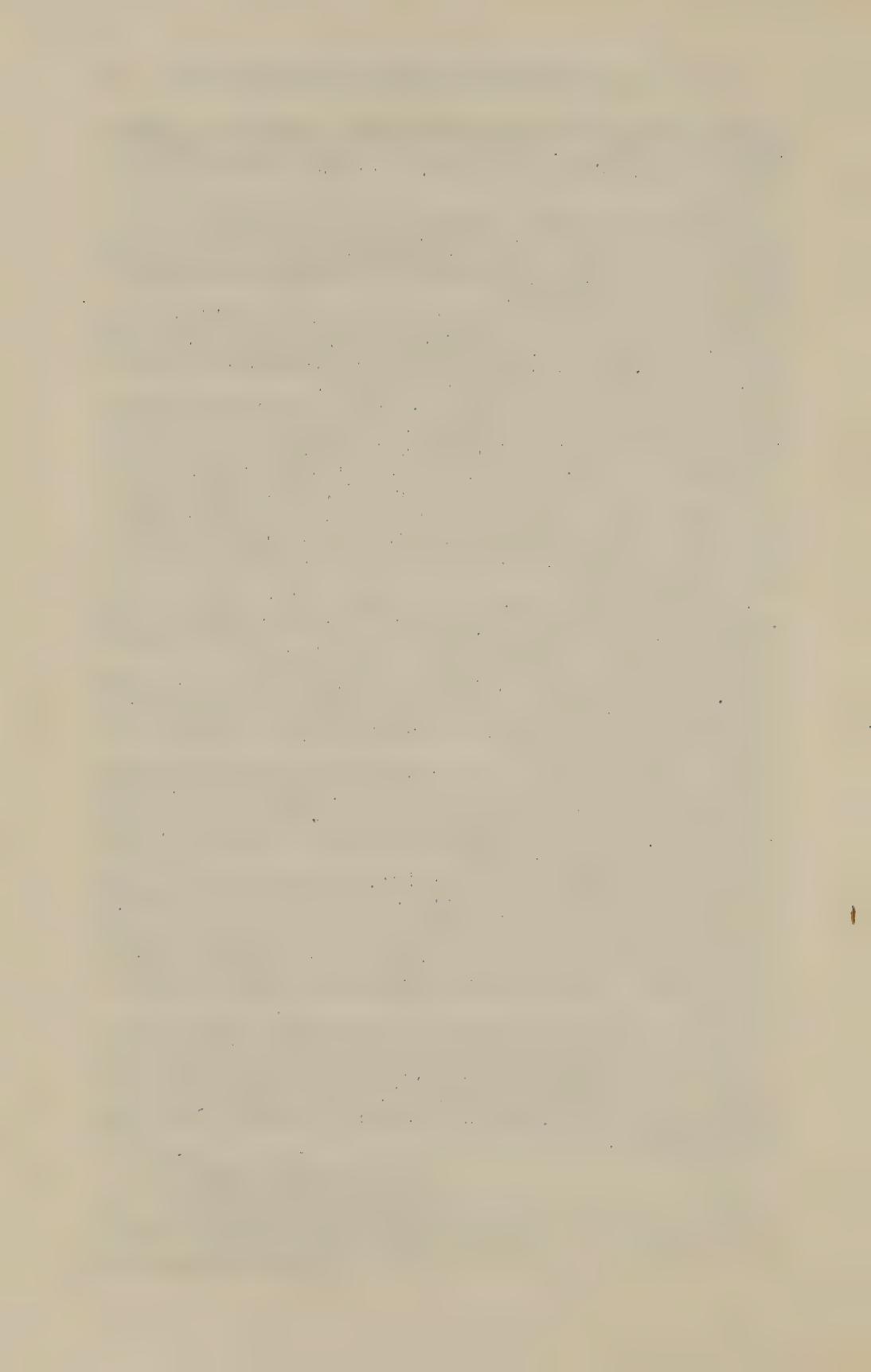
For practices numbers 60, 61, and 62, rescuing range land from prickly pear and cactus, or mesquite, or cedar, respectively, measure the acreage having light infestation on which each practice was carried out and enter the result in the space provided. Likewise, measure and make a separate entry for each such practice where there was medium or heavy infestation and enter the results in the spaces provided.

Measure the acreage of range land rescued from a heavy infestation of lechuguilla and enter the result under practice number 63.

Form SR-154 shall be dated as of the date the performance reported on was completely checked and signed by the supervisor.

Issued July 27, 1937, with the approval of the Administrator and the undersigned.


C. A. Cobb
Director, Southern Division,
Agricultural Adjustment Administration.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 103, KEMPER COUNTY, MISSISSIPPI

INSTRUCTIONS FOR DETERMINING AND REPORTING PERFORMANCE
IN KEMPER COUNTY, MISSISSIPPI

PART I. GENERAL INSTRUCTIONS

Section 1. Organization. -

(a) State. - A State Performance Supervisor for the State will be employed who, under the direction of the State Administrative Officer in Charge, will be directly responsible for checking performance. Where necessary, the State Performance Supervisor will be assisted by one or more District Supervisors, who preferably should have training and experience in engineering.

Schools of instruction should be held for the purpose of training local Performance Supervisors in the classification of land uses and crops, the methods to be used in measuring land, the procedure to be followed in the determination of performance in 1937, the care of materials to be used, and the filling out of the necessary forms.

The State Office should "spot check" a minimum of 2 percent of the farms in Kemper County, including at least one farm inspected by each Supervisor, for the purpose of determining the accuracy of the work of the Supervisors in measuring the fields and reporting land use, and in making the "spot check" should give particular attention to cases where the land classification is a matter of judgment. Insofar as possible the State Office will do a portion of the "spot checking" early in the inspection period and the remainder when the Supervisors have practically completed their work in the county. Each Supervisor should at the outset be informed that he will be paid only for the work satisfactorily performed by him.

(b) County. - The County Agent will be in general charge of the work in connection with the determination of performance within Kemper County.

The Assistant in Agricultural Conservation will have immediate supervision of the performance work in the county, and will make frequent checks of the work of each employee. If necessary, one or more County Supervisors may be employed to supervise performance work.

Supervisors will be employed for the purpose of making a determination of performance and a report as to performance on farms owned or operated by cooperating producers. Wherever possible, persons who have done satisfactory work in land measurement under the Agricultural Adjustment Programs should be employed. Community Committeemen may be selected as Supervisors if they have the necessary qualifications. A Supervisor should not check any farm in which he has any sort of financial interest or which is owned or operated by a near relative.

Where it is advisable that an engineering check on terracing be made to determine whether the terraces meet approved specifications, it is suggested that one capable man be employed to handle this job. If such checking is postponed until near the end of the year, it can be accomplished more quickly and with less expense.

Sec. 2. Acres to be Measured and Acres which may be Estimated. - Measure (unless accurate measurements are already available) the total crop-land and all acreages in the farm upon which a payment (or a deduction) will be based. Record separately the data for

(1) cotton, wheat, and each soil-building practice, respectively;

(2) the total acreage of general soil-depleting crops (where two or more general soil-depleting crops (other than wheat) are grown in the same field, the acreage of each may be estimated, but the total acreage of all such crops in each field shall be measured unless accurate measurements are already available);

(3) the total acreage of soil-conserving crops (where two or more soil-conserving crops are grown in the same field, the acreage of each may be estimated, but the total acreage of all such crops in each field shall be measured unless accurate measurements are already available).

Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Sec. 3. Methods and Materials to be Used in Checking Performance. - Each Performance Supervisor should be familiar with Southern Region Bulletin 101, Kemper County, Mississippi (hereinafter referred to as Bulletin 101), and with each amendment thereto; Southern Region Bulletin 102, and Form SR-101. He should thoroughly familiarize himself with the provisions of Southern Region Bulletin 103, Kemper County, Mississippi, and with Form SR-108, Kemper County, Mississippi, Form SR-111, Form SR-111a, and Form SR-112 (hereinafter referred to as Form 108, Form 111, etc.). Instructions regarding the execution of Form 111a are contained in part II hereof, and those relative to Form 108 are contained in part III hereof. Form 111 will be used only in those cases where farms are checked by chain or some method other than accurate maps. Instructions regarding the use of Form 112 will be issued by the State Office.

Where accurate measurements are not available for checking performance in 1937, checking will be done by chaining and a map of the farm should be prepared by means of the farm sketch method similar to that used in 1936. A definite proportionate sketch (not necessarily to exact scale) should be drawn on Form 111 by the Supervisor, showing the relative position of all fields and physical features.

The areas of fields will be calculated from the measurements of the sides, diagonals, or other principal dimensions. Measuring and calculating field areas by chaining sides, diagonals, or other dimensions, without measur-

ing the enclosed angles, require that the field be "sized up" very carefully before beginning measuring. First, the shape of the field must be observed, and if necessary a rough preliminary sketch may be made on scratch paper, to determine how to measure the field or how to divide the field into measurable plots. If the land in the field is irregular in elevation or the distance is so great that a point cannot be clearly seen, a line can be established by a person standing on the elevation or at a convenient point, on whom the Supervisor may sight in determining lines or bases or perpendiculars. Each distance measured shall be recorded on the sketch directly on the line to which it pertains in order that each area calculation may be rechecked in the County Office.

Each sketch map should have recorded thereon the producer's name, the work sheet serial number, the Supervisor's name, the date made, the 1937 land use of each field and plot, and the number of each field and plot. If desirable, this sketch map may be redrawn in the County Office to a more nearly exact scale. In all cases the sketch maps on Form 111 should be checked in the County Office and at this time all essential data should be transferred to Form 111a. If desirable, Form 111a may be filled out in the field. The distance allowed around the edge of the crop area as the outside boundary of the crop area in the case of row crops should be one-half of the width of the average row.

All chains must be carefully checked for accuracy with a standard steel surveyor's tape before being used in the field and again at reasonable intervals during the season.

The following equipment will be needed in checking performance:

- (1) Forms 111 and 111a.
- (2) One chain, 66 feet long, divided into tenths, and a supply of pins.
- (3) Sketching board.
- (4) Pencils and other necessary items.

Sec. 4. Multiple Farms. - If an owner or operator makes application for payment with respect to one or more farms in Kemper County and has one or more other farms in the county with respect to which he does not make application for payment, the County Committee shall require such producer to submit properly executed Forms 111, 111a, and 108 covering each such farm which he does not cover with an application for payment together with a statement that the data with respect to these farms accurately reflect the acreage of soil-depleting crops grown in 1937 on such farms. If the County Committee has reason to believe that the information with respect to any soil-depleting crop on any such farm is incorrect, it shall cause such check to be made as it deems necessary, and if it finds that any understatement of soil-depleting crops has been made it shall cause the acreage of all soil-depleting crops on all such farms to be measured.

Sec. 5. Classification of Land Use. - The classification of acreage as soil-depleting, soil-conserving, or neutral will be determined in accordance with the provisions of sections 31, 32, 33, and 34 of Bulletin 101. The acreage of land devoted to two or more soil-depleting crops will be counted only once and will be counted as devoted to the major of such crops. Likewise, the acreage of land devoted to two or more soil-conserving crops will be counted only once. Pursuant to section 33 of Bulletin 101, land may be classified once as soil-depleting and a part or all of the same land may also be classified as soil-conserving.

Land planted to cotton (even though a poor stand is obtained) shall be considered to have been devoted to cotton and therefore to a soil-depleting crop if the cotton remains on the land beyond that stage of growth at which it can be readily determined whether or not a good stand has been established. This can be determined by the time squares begin to form. If the cotton fails to come up or is not left on the land until the stage indicated has been reached, such land shall be considered as idle unless followed by another crop, in which case it will take the classification of such crop.

Land planted to other soil-depleting crops shall be considered to have been devoted to such crops when they reach a stage of growth comparable to that described above for cotton, which in the case of corn would be from two weeks' to one month's growth, or (even though there is a poor stand) if such crops are left after this stage for harvest. If the crop is not left on the land until the stage indicated has been reached, such land shall be considered as idle, unless followed by another crop, in which case it will take the classification of such crop.

If cotton or any other soil-depleting crop is destroyed after reaching the stage indicated at which the land is considered as devoted to such crop, a certification by the operator, approved by a Community Committeeman, designating the area and the approximate date on which the crop was destroyed and stating the age and stage of growth of the crop destroyed and the cause of such destruction should be made to the County Committee as soon after the destruction of such crop as possible, if the producer intends to make application for payment respecting the farm.

Where on a given acreage of land in 1937 both cotton and another soil-depleting crop reach a stage of growth comparable to that mentioned above for cotton, such land shall be considered to be devoted to cotton, and the other soil-depleting crop shall be disregarded in determining performance.

Where soil-conserving crops have attained a reasonably good growth, even though subsequently destroyed by unfavorable weather conditions or insects, the land occupied by such crops shall be classified as soil-conserving pursuant to sections 32 and 33 of Bulletin 101.

Sec. 6. Accounting for all Work Sheets. - The County Office shall account to the State Office for every work sheet executed in 1937, either with a report of performance or a statement by the owner, operator, or County Committee that neither the owner nor the operator expects to make application for payment with respect to his farming operations in Kemper County in 1937.

PART II. INSTRUCTIONS FOR FILLING OUT FORM SR-111a

One copy of Form 111a shall be prepared showing the field number and land use of each field and the acreage on which each approved soil-building practice is carried out. Where a report of performance and an application for payment are to cover the land covered by more than one work sheet, a Form 111a should nevertheless be prepared for the land covered by each such work sheet.

Enter the data requested at the top of Form 111a. If the operator is also the owner, enter the word "Same" in the space for the name of owner. The "Location of Farm" should be the same description of the farm as that entered on the corresponding work sheet. The above data should be filled out in the County Office before the Supervisor goes to the farm to check performance.

In lines 1 through 12 enter the field number, the name of the crop, and the acreage of crops classified as soil-depleting. That part of such acreage which is on non-cropland should be entered immediately to the left in the column headed "Crops". If there is not sufficient space to enter all such acreages in these lines, another Form 111a should be used as a continuation sheet and properly identified as such. Enter the total of all such acreages in line 13.

In lines 14 through 20 enter the field number, the name and that part (in acres) of the acreage of each soil-conserving crop interplanted or grown in combination with or following a soil-depleting crop and cropland devoted to a soil-depleting crop in 1937 and on which terraces were constructed during 1937 and classified as soil-conserving in accordance with section 33 of Bulletin 101, and also the acreage of cropland devoted to soil-conserving crops in 1937 and on which terraces were constructed during 1937. That part of such acreage which is on non-cropland should be entered immediately to the left in the column headed "Crops". Enter in line 21 the total of the acreages in lines 14 through 20.

In lines 22 through 26 enter the field number, the description of the soil-conserving crop, and the acreage of land devoted solely to each soil-conserving crop, including both the acreage of land devoted to soil-conserving crops and idle cropland on which terraces were constructed during 1937. That part of such acreage which is on non-cropland should be entered immediately to the left in the column headed "Crops". These entries should include only the land that qualified as soil-conserving under section 32 of Bulletin 101. Enter in line 27 the total of the acreages in lines 22 through 26.

In lines 28 through 30 enter the field number, the land use, and the acreage of cropland devoted to neutral uses. This will include idle cropland on which terraces were not constructed during 1937, and orchards and vineyards which are not intercropped. (If any part of the orchard or vineyard is intercropped, include only that portion classified as neutral.) Enter in line 31 the total of the acreages in lines 28 through 30.

Enter in lines 32 and 33 the field number, the kind, and the gross acreage of commercial orchards, if any.

For each approved soil-building practice carried out on the farm in 1937 enter in one of the lines 36 through 41 the field number, the number and description of the practice, the acreage and, if applicable, the pounds or feet.

PART III. INSTRUCTIONS FOR FILLING OUT REPORT OF PERFORMANCE (FORM SR-108 - KEMPER COUNTY, MISSISSIPPI)

Prepare Form 108 in triplicate (in quadruplicate in case the operator is a share-tenant). The original should be sent to the State Office in accordance with instructions to be issued later, one copy should be retained in the County Office, and one copy should be given to the operator (and one copy should be sent to the owner, if the operator is a share-tenant).

Enter the State and county code and the application serial number in the space provided in the upper right-hand corner.

Section I. - The name and address of the 1937 operator (and of the owner if the operator is a share-tenant) should be entered in the spaces provided. If the operator is also the owner (as defined in Bulletin 101) enter the word "Same" in the space provided for the name of the owner. If either name is different from that shown on the work sheet(s) filed for the farm(s), a concise explanation of the change and the reason therefor should be attached in order that the State Office will be apprised of the fact that the change has been noted, as well as the reason therefor.

The serial number(s) of the work sheet(s) covering the farm(s) for which the Form 108 is submitted should be entered in the space provided.

In all cases the Form 108 shall cover the same land (identical acreage whether one or several farms) to be covered by the corresponding application for payment. In most cases both the Form 108 and the application for payment will cover the land covered by one work sheet. However, if a single application for payment is to be filed with respect to the land covered by more than one work sheet, pursuant to the provisions of section 62 of Bulletin 101, all such land shall also be covered by a single Form 108 and the serial number of each such work sheet should be entered in the space provided in section I.

Sec. II. - The utilization of the land in the farm(s) in 1937 should be shown in the spaces provided in columns B and D. The acreages of all crops and practices may be obtained from Form 111a.

The total acreage of each soil-depleting crop should be entered in column B, lines 1 through 9, and that part of the acreage of any such crop which is on non-cropland should be entered in that part of column A which is immediately to the left of column B.

In the box provided under line 8, column A, enter the acreage of general soil-depleting crops required for home needs, taking the figure shown in Form SR-102.

In line 1 enter the acreage of corn including corn planted alone plus the entire area on which corn is interplanted or grown in combination with summer legumes.

In line 2 enter the acreage of wheat harvested for grain or hay regardless of whether such crop was or was not followed by legumes or perennial grasses.

In line 3 enter the acreage of small grains (other than wheat) harvested for grain or hay, regardless of whether such grains were or were not followed by legumes or perennial grasses.

In line 4 enter the acreage of all sorghums as well as millets, broomcorn, or Sudan grass, harvested for grain, seed, sirup, or forage.

In line 5 or line 6 enter the name and acreage of any soil-depleting crop included in the general soil-depleting base which is grown on the farm in 1937 and for which space is not provided elsewhere in lines 1 through 6.

In line 7 enter the acreage of all vegetable and truck crops, including Irish potatoes, sweet potatoes, sweet corn, melons, cantaloupes, and strawberries.

In line 8, column B, enter the total of the acreages in lines 1 through 7.

In line 9, column B, enter the 1937 acreage of cotton.

In line 10, column B, enter the total of the acreages in lines 8 and 9.

In line 11 enter the entire acreage (whether or not intercropped) of commercial orchards and vineyards on the farm on January 1, 1937. This should include all of the acreage of orchards and vineyards from which the principal part of the production is normally sold, including also the acreage of young non-bearing orchards and vineyards from which the principal part of the production will be sold in 1937 or later.

Enter the acreage of each soil-conserving crop grown on cropland plus that grown on non-cropland in the applicable space in columns B and D, lines 12 through 26. That acreage of each soil-conserving crop grown on non-cropland should be entered in the appropriate lines in columns A and C, immediately to the left of columns B and D, respectively.

In line 12 enter the acreage classified as soil-conserving because summer legumes were interplanted or grown in combination with soil-depleting row crops. The acreage to be entered in column B shall be one-half of the acreage on which such crops are grown, provided the legume occupies at least one-half of the land and attains a reasonably good growth. If the legume occupies between one-third and one-half of the land and attains a reasonably good growth, the acreage to be entered is one-third of the acreage on which such crop is grown. If the legume occupies less than one-third of the land or does not attain a reasonably good growth, no part of the land shall be classified as soil-conserving. Enter and encircle in the margin of line 12

to the left of column A the entire acreage on which summer legumes were interplanted or grown in combination with soil-depleting row crops, a part of which acreage was classified as soil-conserving.

In line 13 enter the acreage of summer, winter, or other legumes or perennial grasses following soil-depleting crops harvested in 1937.

In line 14 enter the acreage on which green manure crops are grown in 1937 following commercial vegetable crops harvested in 1937, provided the green manure crops are plowed under as green manure after having attained at least two months' growth.

Although line 15 provides for entering only the acreage of land from which a soil-depleting crop was harvested in 1937 and on which terraces were constructed during 1937, the entry in line 15 should include the entire acreage of cropland devoted to either soil-depleting or soil-conserving crops in 1937 and on which terraces were constructed in accordance with good terracing practices during 1937.

In lines 16 through 26 include that acreage of land devoted to soil-conserving crops in 1937 even though terraces may have been constructed on such land in 1937 and the acreage included in the entry in line 15.

In lines 16 through 19 enter the name and acreage of any soil-conserving crop grown on land from which no soil-depleting crop is harvested in 1937 and for which space is not provided in lines 20 through 26.

Enter in the applicable lines 20 through 26 the acreage of soil-conserving crops (including idle cropland terraced during 1937) from which no soil-depleting crop is harvested in 1937.

In line 27, column D, enter the total of the acreages in lines 12 through 26, excluding the acreage of soil-conserving crops grown on non-cropland and entered in columns A and C, immediately to the left of columns B and E, respectively, as indicated above.

Enter in line 28 the acreage of cropland on which no crop has been grown in 1937 and on which terraces were not constructed during 1937. This entry will also include the acreage of grain sorghums planted in rows and left on the land, and small grains not harvested for grain or hay and which do not attain a reasonably good growth.

In line 29 enter the actual acreage of orchards and vineyards classified as neutral in 1937 (other than those abandoned). If any part of the orchards or vineyards is interplanted, the actual acreage of the interplanted crop shall carry the classification of such crop and such acreage shall not be included in the entry in line 29.

In line 30 enter the total of the acreages in lines 10, 16 through 26, 28, and 29, less any non-cropland acreages entered to the left of columns B and D. Such figure must equal the sum of the totals in lines 13, 27, and 31 of Form IIIa, less any non-cropland acreages included in these totals.

Sec. III. - Enter in line 31 the serial number of the work sheet covering each farm in Kemper County owned or operated by the owner, excluding the farm(s) entered in section I and covered by the Form 108 being prepared.

Enter in line 32 the serial number of the work sheet covering each farm in Kemper County owned or operated by the operator, excluding the farm(s) entered in section I and covered by the Form 108 being prepared.

Sec. IV. - Instructions regarding the use of section IV of Form 108 and also Form SR-112, "Division of Crop Acreage", will be issued by the State Office.

Sec. V. - The extent to which each soil-building practice was carried out should be entered in the proper space in section V. Care should be taken to enter the correct acreage, pounds, and linear feet in the proper spaces. Care should also be taken to see that the entries do not include any acreage on which any labor, seed, or materials for such practice was furnished or paid for by any Federal or State agency, and that each such practice was carried out by such methods and with such kinds and quantities of adapted seed, trees, or other materials as conform to good farming practice. If a program is being carried out on the farm in cooperation with the Soil Conservation Service or Resettlement Administration, enter in section V only those practices which have been approved for payment on Form ACP-35, "Soil-Building Practice Report", applicable to such farms.

The operator and the Supervisor should check section V carefully to see that each soil-building practice is listed correctly and that each practice was carried out in accordance with the provisions of Bulletin 101. For example: No payment is provided for any legume mixture in practice number 2 if the mixture contains less than 50 percent of legumes at the normal rate of seeding legumes (footnote 1, section V, Form 108).

In practices 6 through 8, both the acreage on which such practice is carried out and the pounds of material applied should be entered in the spaces indicated.

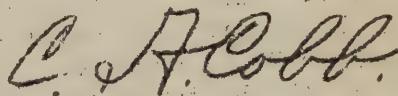
Payment will only be made for the application of ground limestone or its equivalent, provided that the rate of application is not less than 500 pounds per acre if applied in rows, or 1,000 pounds per acre if applied broadcast. If the application is more than 4,000 pounds per acre, payment will only be made for the application of 4,000 pounds. If practice number 6 is carried out, enter either "rows" or "broadcast" to the left of the box containing the word "Pounds", to indicate whether the limestone was applied in rows or broadcast. Five hundred pounds of burnt lime or 700 pounds of hydrated lime is the equivalent of 1,000 pounds of ground limestone. Where a material other than ground limestone is used, the number of pounds applied, as shown on Form 108, should be expressed in the equivalent amount of ground limestone.

If the rate of application for practices 6 through 8 is less than the minimum application specified, no payment will be made. If the rate of application is in excess of the maximum specified, payment will only be made for an amount determined by multiplying the maximum rate of application specified by the number of acres to which applied. If material other than 16 percent

superphosphate is applied, the number of pounds applied, as shown on Form 108, should be expressed as the equivalent amount of 16 percent superphosphate. One hundred pounds of 48 percent superphosphate is the equivalent of 300 pounds of 16 percent superphosphate. Under practice number 9 the construction of terraces includes the construction of proper outlets.

Form 108 shall be dated as of the date the performance reported on was completely checked and signed by the Supervisor.

Issued August 9, 1937, with the approval of the Administrator and the undersigned.



C. A. Cobb,
Director, Southern Division,
Agricultural Adjustment Administration.

SR-B-103 - Pulaski County, Arkansas

Issued August 9, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

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1937 AGRICULTURAL CONSERVATION PROGRAM ☆ AUG 25 1937

H. S. Department of Agric.

SOUTHERN REGION BULLETIN 103 - PULASKI COUNTY, ARKANSAS

INSTRUCTIONS FOR DETERMINING AND REPORTING PERFORMANCE IN
PULASKI COUNTY, ARKANSAS

PART I. GENERAL INSTRUCTIONS.

Section 1. Organization.-

(a) State.-- A State Performance Supervisor for the State will be employed who, under the direction of the State Administrative Officer in Charge, will be directly responsible for checking performance. Where necessary, the State Performance Supervisor will be assisted by one or more District Supervisors, who preferably should have training and experience in engineering.

Schools of instruction should be held for the purpose of training local Performance Supervisors in the classification of land uses and crops, the methods to be used in measuring land, the procedure to be followed in the determination of performance in 1937, the care of the materials to be used, and the filling out of the necessary forms.

The State Office should "spot check" a minimum of 2 percent of the farms in Pulaski County, including at least one farm inspected by each Supervisor, for the purpose of determining the accuracy of the work of the Supervisors in measuring the fields and reporting land use, and in making the "spot check" should give particular attention to cases where the land classification is a matter of judgment. Insofar as possible the State Office will do a portion of the "spot checking" early in the inspection period and the remainder when the Supervisors have practically completed their work in the county. Each Supervisor should at the outset be informed that he will be paid only for the work satisfactorily performed by him.

(b) County.-- The County Agent will be in general charge of the work in connection with the determination of performance within Pulaski County.

The Assistant in Agricultural Conservation will have immediate supervision of the performance work in the county, and will make frequent checks of the work of each employee. If necessary, one or more County Supervisors may be employed to supervise performance work.

Supervisors will be employed for the purpose of making a determination of performance and a report as to performance on farms owned or operated by cooperating producers. Wherever possible, persons who have

done satisfactory work in land measurement under the Agricultural Adjustment Programs should be employed. Community Committeemen may be selected as Supervisors if they have the necessary qualifications. A Supervisor should not check any farm in which he has any sort of financial interest or any farm owned or operated by a near relative.

Where it is advisable that an engineering check on terracing be made to determine whether the terraces meet approved specifications, it is suggested that one capable man be employed to handle this job. If such checking is postponed until near the end of the year, it can be accomplished more quickly and with less expense.

Sec. 2. Acres to be Measured and Acres Which May be Estimated.-- Measure (unless accurate measurements are already available) the total cropland and all acreages in the farm upon which a payment (or a deduction) will be based. Record separately the data for

(1) cotton, wheat, and each soil-building practice, respectively;

(2) the total acreage of general soil-depleting crops (where two or more general soil-depleting crops (other than wheat) are grown in the same field, the acreage of each may be estimated, but the total acreage of all such crops in each field shall be measured unless accurate measurements are already available);

(3) the total acreage of soil-conserving crops (where two or more soil-conserving crops are grown in the same field, the acreage of each may be estimated, but the total acreage of all such crops in each field shall be measured unless accurate measurements are already available).

Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Sec. 3. Methods and Materials to be Used in Checking Performance.-- Each Performance Supervisor should be familiar with Southern Region Bulletin 101 - Pulaski County, Arkansas (hereinafter referred to as Bulletin 101), and with each amendment thereto; Southern Region Bulletin 102, and Form SR-101. He should thoroughly familiarize himself with the provisions of Southern Region Bulletin 103 - Pulaski County, Arkansas, and with Form SR-108 - Pulaski County, Arkansas, Form SR-111a, and Form SR-112 (hereinafter referred to as Form 108, Form 111a, and Form 112, respectively). Instructions regarding the execution of Form 111a are contained in part II hereof, and those relative to Form 108 are contained in part III hereof. Instructions regarding the use of Form 112 will be issued by the State Office.

(a) Aerial Photographs.-- Only such data as farm boundaries, field outlines, and field numbers, are to be recorded directly on the enlargements of the aerial photographs. In doing this the use of legends is desired. The additional data with respect to each farm are to be listed on Form 111a.

(1) Receiving, Inspecting, and Using Aerial Photographic Materials.— It will be the responsibility of the State Office to receive aerial photographic material and to inspect the material to determine that it complies with all the specifications governing the contract or purchase of such materials, particularly with reference to flight lines, overlap, sidelap, crabbing, coverage, quality of photographs, and index maps. The results of this inspection should be recorded on Form SRM-103 and the record of the scale check should be made on Form SRM-104. Following approval of the county project, these forms will be prepared in duplicate and the originals forwarded to the Southern Division, Agricultural Adjustment Administration, Washington, D. C. With the exception of checking for proper scale, all inspecting and checking of materials will be done in the State Office. The correctness of scale will be determined in the field under the supervision of the State Performance Supervisor or his representative. The individual charged with this responsibility should, insofar as possible, at the same time acquaint those in the County Office in charge of the program with the proper use of the materials.

Upon delivery of aerial photographic materials to the County Office, a receipt showing a list of the materials should be obtained. This list will be prepared in triplicate on Form SRM-105 at the time of the inspection of the materials and the third copy sent to the Southern Division, Agricultural Adjustment Administration, Washington, D. C.

The photographic material is of considerable value and must be given the proper care, as it is expected that with such care it will be usable for a period of three to five years. This material has been acquired by the Agricultural Adjustment Administration solely for use in connection with the Agricultural Conservation Program and it is not to be loaned to or used for any other purpose by private persons or any other governmental agency, whether Federal, State, or local, without specific authorization from the Administration.

One person in the County Office should be assigned to check out the enlargements and to watch for shortage and misuse of the same. Safeguards should be provided in filing and care of aerial photographic material, tracings, blueprints, and other materials or equipment used in the permanent mapping program.

Definite areas for checking should be assigned each Supervisor, and the corresponding enlargements covering these areas should be turned over to him, together with Forms 111a showing the names of the operators of the farms to be checked. Only a sufficient number of enlargements to provide two to six days' work should be given the Supervisor at one time. A receipt showing the serial numbers of the enlargements should be obtained from the Supervisor. The Supervisor should be required to return to the office at least once a week all enlargements on which field checks have been made, together with Form 111a for each farm checked. At the beginning of the work each Supervisor should be required to

report to the County Office daily until the person in charge is satisfied that the Supervisor fully understands the use of aerial photographs in determining performance.

Field and plot areas will be measured in the County Office by the use of planimeters or rotometers. Those selected for this work must be industrious, careful, and patient, and have good eyesight. The instructions for the care and use of planimeters and rotometers furnished by the manufacturer with each instrument must be carefully followed.

Supervisors who are to use the aerial photographs in the field should be provided with a piece of masonite or other panel board, 21 inches by 25 inches, on which to clip the enlargements while using them. The enlargements should be fastened to the board by the use of binder clips (never use thumb tacks for this purpose). Enlargements should never be rolled or folded and should always be used on a firm flat surface. An oilcloth cover slightly larger than the board should be carried in the field to protect the enlargements from inclement weather.

It is necessary in all cases that the producer or his representative accompany the Supervisor in making the field check of performance. No Supervisor shall go on a farm without the consent of its operator. The Supervisor and the producer or his representative should examine the enlargement and identify the farm boundaries. Farm boundaries will be identified by making at each corner, or change of direction, of the boundary a mark not exceeding one-half inch in length along the boundary in both directions. A red wax pencil should be used for this purpose. Every effort should be made to avoid making any unnecessary records, marks, or notations on the enlargements. The Supervisor and producer should then inspect each field on the farm and the Supervisor should number with a red pencil consecutively on the enlargement each field and plot which is bounded by permanent or semi-permanent features. Subdivisions of these fields into plots in order to identify properly crops or practices should be shown on the enlargements as field No. 1a, 1b, 1c, 4a, 4b, etc. Each field number and the 1937 use of the field or plot should be entered on Form 111a.

Where the dividing line between crops or practices does not show plainly on the enlargement, sufficient ground measurements from features which can be identified on the photograph should be made with a chain so as to locate such line. The Supervisor should keep in mind that the areas of the individual field or subdivisions thereof will be determined in the County Office. For this reason in cases where the boundaries are not clear and definite it is necessary that they be traced on the enlargement with a sharp pointed, soft, black, wax pencil.

After checking all the fields on the farm and identifying all crops and practices and entering the proper identifications

on the enlargement and Form 111a, the Supervisor should carefully examine both the enlargement and Form 111a before leaving the farm, to see that all essential information has been entered thereon. This procedure should prevent the necessity of a return visit to the farm to check some minor detail.

(2) Additional Equipment Needed For Use Of Photographic Materials.— The County Office should be equipped with the following:

- i. One or more planimeters.
- ii. One or more 17-inch rotometers.
- iii. One filing case for enlargements and photo-index maps.
- iv. A supply of smooth-writing wax pencils of various colors and art-gum erasers.
- v. One or more large plain tables.

Supervisors going to the field should be equipped with the following:

- i. One chain, 66 feet long divided into tenths.
- ii. One 21-inch by 25-inch masonite or other panel board, for use in working with the enlargement in the field.
- iii. Oilcloth cover for the board.
- iv. One waterproof enlargement holder so made as to prevent soiling and otherwise damaging the enlargements while in field use.
- v. Smooth-writing black and red wax pencils.
- vi. One or more art-gum erasers.
- vii. One 6-inch ivory-covered scale graduated to fiftieths or hundredths of an inch.

All chains must be carefully checked for accuracy with a standard steel surveyor's tape before being used in the field and again at reasonable intervals during the season.

Sec. 4. Multiple Farms.-- If an owner or operator makes application for payment with respect to one or more farms in Pulaski County and has one or more other farms in the county with respect to which he does not make application for payment, the County Committee shall require such producer to submit properly executed Forms 111, 111a, and 108 covering each such farm which he does not cover with an application for payment, together with a statement that the data with respect to these farms accurately reflect the acreage of soil-depleting crops grown in 1937 on such farms. If the County Committee has reason to believe that the information with respect to any soil-depleting crop on any such farm is incorrect, it shall cause such check to be made as it deems necessary, and if it finds that any under-statement of soil-depleting crops has been made it shall cause the acreage of all soil-depleting crops on all such farms to be measured.

Sec. 5. Classification of Land Use.-- The classification of acreage as soil-depleting or soil-conserving will be determined in accordance with the provisions of sections 51, 52, and 53 of Bulletin 101. That acreage of cropland not classified as soil-depleting or soil-conserving shall be considered as neutral cropland. The acreage of land devoted to two or more soil-depleting crops will be counted only once and will be counted as devoted to the major of such crops. Likewise, the acreage of land devoted to two or more soil-conserving crops will be counted only once. Pursuant to section 53 of Bulletin 101, land may be classified once as soil-depleting and a part or all of the same land may also be classified as soil-conserving.

Land planted to cotton (even though a poor stand is obtained) shall be considered to have been devoted to cotton and therefore to a soil-depleting crop if the cotton remains on the land beyond that stage of growth at which it can be readily determined whether or not a good stand has been established. This can be determined by the time squares begin to form. If the cotton fails to come up or is not left on the land until the stage indicated has been reached, such land shall be considered as idle unless followed by another crop, in which case it will take the classification of such crop.

Land planted to other soil-depleting crops shall be considered to have been devoted to such crops when they reach a stage of growth comparable to that described above for cotton, which in the case of corn or grain sorghums would be from two weeks' to one month's growth, or (even though there is a poor stand) if such crops are left after this stage for harvest. If the crop is not left on the land until the stage indicated has been reached, such land shall be considered as idle, unless followed by another crop or unless terraces are constructed thereon in 1937, in which case it will take the classification of such crop or practice.

If cotton is destroyed after reaching the stage indicated at which the land is considered as devoted to such crop, a certification by the operator, approved by a Community Committeeman, designating the area and the approximate date on which the crop was destroyed and stating the age and stage of growth of the crop destroyed and the cause of such destruction should be made to the County Committee as soon after the destruction of such crop as possible if the producer intends to make application for payment respecting the farm.

Where on a given acreage of land in 1937 both cotton and another soil-depleting crop reach a stage of growth comparable to that mentioned above for cotton, such land shall be considered to be devoted to cotton, and the other soil-depleting crop shall be disregarded in determining performance.

Where soil-conserving crops have attained a reasonably good growth, even though subsequently destroyed by unfavorable weather conditions or insects, the land occupied by such crops shall be classified as soil-conserving pursuant to sections 52 and 53 of Bulletin 101.

Sec. 6. Accounting for all Work Sheets.-- The County Office shall account to the State Office for every work sheet executed in 1937, either with a report of performance or a statement by the owner, operator, or County Committee that neither the owner nor the operator expects to make application for payment with respect to his farming operations in Pulaski County in 1937.

PART II. INSTRUCTIONS FOR FILLING OUT FORM SR-111a.

One copy of Form 111a shall be prepared showing the field number and land use of each field and the acreage on which each approved soil-building practice is carried out. Where a report of performance and an application for payment are to cover land which is covered by more than one work sheet, a Form 111a should nevertheless be prepared for the land covered by each such work sheet.

Enter the data requested at the top of Form 111a. If the operator is also the owner, enter the word "Same" in the space for the name of owner. The "Location of Farm" should be the same description of the farm as that entered on the corresponding work sheet. The above data should be filled out in the County Office before the Supervisor goes to the farm to check performance. If the land covered by the work sheet is not all covered by one aerial photographic enlargement, enter the numbers of all such enlargements covering land covered by that work sheet.

In lines 1 through 12 enter the field number, the name of the crop, and the acreage of crops classified as soil-depleting. That part of such acreage which is on non-cropland should be entered immediately to the left in the column headed "Crops". (It is necessary that the acreage of cotton, if any, be entered in all cases and it is suggested that the acreage of other soil-depleting crops be entered in all cases so that this information will be available for statistical purposes.) If there is not sufficient space to enter all such acreages in these lines, another Form 111a should be used as a continuation sheet and appropriately identified as such. Enter the total of all such acreages in line 13.

In lines 14 through 20 enter the field number, the name and that part (in acres) of the acreage of each soil-conserving crop interplanted or grown in combination with or following a soil-depleting crop and cropland devoted to a soil-depleting crop in 1937 and on which terraces were constructed during 1937 and classified as soil-conserving in accordance with section 53 of Bulletin 101, and also the acreage of cropland devoted

to soil-conserving crops in 1937 and on which terraces were constructed during 1937. That part of such acreage which is on non-cropland should be entered immediately to the left in the column headed "Crops". Enter in line 21 the total of the acreages in lines 14 through 20.

In lines 22 through 26 enter the field number, the description of the soil-conserving crop, and the acreage of land devoted solely to each soil-conserving crop, including both the acreage of land devoted to soil-conserving crops and idle cropland on which terraces were constructed during 1937. That part of such acreage which is on non-cropland should be entered immediately to the left in the column headed "Crops". These entries should include only the land that qualifies as soil-conserving under section 52 of Bulletin 101. Enter in line 27 the total of the acreages in lines 22 through 26.

In lines 28 through 30 enter the field number, the land use, and the acreage of cropland devoted to neutral uses. This will include idle cropland on which terraces were not constructed during 1937, and orchards and vineyards which are not intercropped. (If any part of the orchard or vineyard is intercropped, include only that portion that is classified as neutral.) Enter in line 31 the total of the acreages in lines 28 through 30.

In lines 32 and 33 enter the field number, the kind, and the gross acreage of commercial orchards, if any.

For farms under Pulaski County Program A where the maximum class I payment is less than \$20.00 and for farms under Program B enter in one of the lines 36 through 41 the field number, the number and description of the practice, the acreage, and if applicable, the pounds or feet of each approved soil-building practice carried out on the farm in 1937.

PART III. INSTRUCTIONS FOR FILLING OUT REPORT OF PERFORMANCE
(FORM SR-108) - PULASKI COUNTY, ARKANSAS.

Prepare Form 108 in triplicate (in quadruplicate in case the operator is a share-tenant). The original should be sent to the State Office in accordance with instructions to be issued later, one copy should be retained in the County Office and one copy should be given to the operator (and one copy should be sent to the owner, if the operator is a share-tenant).

Enter the State and county code and the application serial number in the space provided in the upper right-hand corner.

Section I.- The name and address of the 1937 operator (and of the owner if the operator is a share-tenant) should be entered in the spaces provided. If the operator is also the owner (as defined in Bulletin 101) enter the word "Same" in the space provided for the name of the owner. If either name is different from that shown on the work sheet(s) filed for the farm(s), a concise explanation of the change and the reason therefor should be attached in order that the State Office will be apprised of the fact that the change has been noted, as well as the reason therefor.

The serial number(s) of the work sheet(s) covering the farm(s) for which the Form 108 is submitted should be entered in the space provided.

In all cases the Form 108 shall cover the same land (identical acreage whether one or several farms) to be covered by the corresponding application for payment. In most cases both the Form 108 and the application for payment will cover the land covered by one work sheet. However, if a single application for payment is to be filed with respect to the land covered by more than one work sheet, pursuant to the provisions of section 32 of Bulletin 101, all such land shall also be covered by a single Form 108 and the serial number of each such work sheet should be entered in the space provided in section I.

Sec. II.- The utilization of the land in the farm(s) in 1937 should be shown in the spaces provided in columns B and D. The acreages of all crops and practices may be obtained from Form 111a.

The total acreage of each soil-depleting crop should be entered in column B, lines 1 through 9, and that part of the acreage of any such crop which is on non-cropland should be entered in that part of column A which is immediately to the left of column B. (It is necessary that the acreage of cotton, if any, be entered in all cases and it is suggested that the acreage of other soil-depleting crops be entered in all cases so that this information will be available for statistical purposes.)

Make no entries in the box provided under line 8, column A.

In line 1 enter the acreage of corn, including corn planted alone plus the entire area on which corn is interplanted or grown in combination with summer legumes.

In line 2 enter the acreage of wheat harvested for grain or hay regardless of whether such crop was or was not followed by legumes or perennial grasses.

In line 3 enter the acreage of small grains (other than wheat) harvested for grain or hay, regardless of whether such grains were or were not followed by legumes or perennial grasses.

In line 4 enter the acreage of all sorghums, as well as millets, broomcorn, or Sudan grass, harvested for grain, seed, sirup, or forage.

In line 5 or line 6 enter the name and acreage of any soil-depleting crop included in the general soil-depleting base which is grown on the farm in 1937 and for which space is not provided elsewhere in lines 1 through 6.

In line 7 enter the acreage of all vegetable and truck crops, including Irish potatoes, sweet potatoes, sweet corn, melons, cantaloupes, and strawberries.

In line 8, column B, enter the total of the acreages in lines 1 through 7.

In line 9, column B, enter the 1937 acreage of cotton.

In line 10, column B, enter the total of the acreages in lines 8 and 9.

In line 11 enter the entire acreage (whether or not intercropped) of commercial orchards and vineyards on the farm on January 1, 1937. This should include all of the acreage of orchards and vineyards from which the principal part of the production is normally sold, including also the acreage of young non-bearing orchards and vineyards from which the principal part of the production will be sold in 1937 or later.

Enter the acreage of each soil-conserving crop grown on cropland plus that grown on non-cropland in the applicable space in columns B and D, lines 12 through 26. That acreage of each soil-conserving crop grown on non-cropland shall be entered in the appropriate lines in columns A and C, immediately to the left of columns B and D, respectively.

In line 12 enter the acreage classified as soil-conserving because summer legumes were interplanted or grown in combination with soil-depleting row crops. The acreage to be entered in column B shall be one-half of the acreage on which such crops are grown, provided the legume occupies at least one-half of the land and attains a reasonably good growth. If the legume occupies between one-third and one-half of the land and attains a reasonably good growth, the acreage to be entered is one-third of the acreage on which such crop is grown. If the legume occupies less than one-third of the land or does not attain a reasonably good growth, no part of the land shall be classified as soil-conserving. Enter and encircle in the margin of line 12 to the left of column A the entire acreage on which summer legumes were interplanted or grown in combination with soil-depleting row crops, a part of which acreage was classified as soil-conserving.

In line 13 enter the acreage of summer, winter, or other legumes or perennial grasses following soil-depleting crops harvested in 1937.

In line 14 enter the acreage on which green manure crops are grown in 1937 following commercial vegetable crops harvested in 1937, provided the green manure crops are plowed under as green manure after having attained at least two months' growth.

Although line 15 provides for entering only the acreage of land from which a soil-depleting crop was harvested in 1937 and on which terraces were constructed in 1937, the entry in line 15 should include the entire acreage of cropland devoted to either a soil-depleting or a soil-conserving crop in 1937 and on which terraces were constructed during 1937.

In lines 16 through 26 include that acreage of land devoted to soil-conserving crops in 1937 even though terraces may have been constructed on such land in 1937 and the acreage included in the entry in line 15.

In lines 16 through 19 enter the name and acreage of any soil-conserving crop grown on land from which no soil-depleting crop is harvested

in 1937 and for which space is not provided in lines 20 through 26.

Enter in the applicable lines 20 through 26 the acreage of soil-conserving crops (including idle cropland terraced during 1937) from which no soil-depleting crop is harvested in 1937.

In line 27, column D, enter the total of the acreages in lines 12 through 26, excluding the acreage of soil-conserving crops grown on non-cropland and entered in columns A and C, immediately to the left of columns B and D, respectively, as indicated above.

In line 28 enter the acreage of cropland on which no crop has been grown in 1937 and on which terraces were not constructed during 1937. This entry will also include the acreage of grain sorghums planted in rows and left on the land, and small grains not harvested for grain or hay and which do not attain a reasonably good growth.

In line 29 enter the actual acreage of orchards and vineyards considered as neutral in 1937 (other than those abandoned). If any part of the orchards or vineyards is interplanted, the actual acreage of the interplanted crop shall carry the classification of such crop and such acreage should not be included in the entry in line 29.

In line 30 enter the total acreages in lines 10, 16 through 26, 28, and 29, less any non-cropland acreages entered to the left of columns B and D. Such figure must equal the sum of the totals in lines 13, 27, and 31 of Form 111a, less any non-cropland acreages included in these totals.

Sec. III.- Enter in line 31 the serial number of the work sheet covering each farm in Pulaski County owned or operated by the owner, excluding the farm(s) entered in section I and covered by the Form 108 being prepared.

Enter in line 32 the serial number of the work sheet covering each farm in Pulaski County owned or operated by the operator, excluding the farm(s) entered in section I and covered by the Form 108 being prepared.

Sec. IV.- Instructions regarding the use of section IV of Form 108 and also Form SR-112, "Division of Crop Acreage", will be issued by the State Office.

Sec. V.- For farms under Pulaski County Program A where the maximum class I payment is less than \$20.00 and for farms under Program B the extent to which each soil-building practice was carried out should be entered in the proper space in section V. Care should be taken to enter the correct acreage, pounds, and linear feet in the proper spaces. Care should also be taken to see that the entries do not include any acreage on which any labor, seed, or materials for such practice was furnished or paid for by any Federal or State agency, and that each such practice was carried out by such methods and with such kinds and quantities of adapted seed, trees, or other materials as conform to good farming practice. If a program is being carried out on the farm in cooperation with the Soil Conservation Service or Resettlement Administration, enter in section V only those practices which have been approved for payment on Form ACP-35, "Soil-Building Practice Report", applicable to such farms.

The operator and the Supervisor should check section V carefully to see that each soil-building practice is listed correctly and that each practice was carried out in accordance with the provisions of Bulletin 101. For example: No payment is provided for any legume mixture in practice number 2 if the mixture contains less than 50 percent of legumes at the normal rate of seeding legumes (footnote 1, section V, Form 108).

If the rate of application for practice number 9 is less than the minimum application specified, no payment will be made. If the rate of application is in excess of the maximum specified, payment will only be made for an amount determined by multiplying the maximum rate of application specified by the number of acres to which applied. If material other than 16 percent superphosphate is applied, the number of pounds applied, as shown on Form 108, should be expressed as the equivalent amount of 16 percent superphosphate. One hundred pounds of 48 percent superphosphate is the equivalent of 300 pounds of 16 percent superphosphate.

Under practice number 10 the construction of terraces includes the construction of proper outlets.

Form 108 shall be dated as of the date the performance reported on was completely checked and signed by the Supervisor.

Issued August 9, 1937, with the approval of the Administrator and the undersigned.

C. A. Cobb

C. A. Cobb,
Director, Southern Division,
Agricultural Adjustment Administration.